



Fairfield City Schools

4641 Bach Lane • Fairfield, Ohio 45014-3095
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We are now accepting applications for the vacancy of:

Confidential Secretary II – Human Resources

Position: Confidential Secretary II – Human Resources
Building/Department: Administration Building – Office of Human Resources
Contract days: 250 days, eight (8) hours per day
Civil Service Status: Excluded
Bargaining Unit Status: Excluded
Essential responsibilities/duties:

- Greets staff and visitors courteously and professionally.
- Provides daily administrative support to the HR Office.
- Monitors, organizes and processes various HR related functions.
- Processes timesheets, modular pay and extracurricular files, posts employment opportunities, maintains files and staff records/database, and processes background checks.
- Processes purchase orders, office supply requests, invoice reconciliation and maintains inventory records.
- Serves as a resource and point of contact for substitutes and the online substitute program.
- Other duties as assigned and related to the job description and the efficient operation of the Office of Human Resources.

Qualifications:

- Previous office, secretarial or HR experience, with a proficiency in Microsoft Office (Word, Excel and Outlook).
- Excellent written and verbal communication skills.
- Excellent interpersonal skills necessary to communicate effectively and work productively with District staff and the general public.
- Ability to work collaboratively and effectively with other employees and the general public.
- Ability to maintain a high level of confidentiality.
- Ability to adapt to a continually changing environment.
- Strong thinking, planning and problem solving skills.
- Ability to learn computer-based systems pertaining to position needs.
- Attention to detail and desire to work effectively with staff data, spreadsheets, and numbers.
- Knowledge of HR practices and employment laws, district Board policies and procedures preferred.

Application process:

Interested candidates must complete an on-line application through the Frontline/AppliTrack system at www.fairfieldcityschools.com including a cover letter, resume, references and salary requirements. Each applicant will be evaluated, and those deemed most qualified will be invited to participate in the interview process. For questions, please email: hr@fairfieldcityschools.com

CC: Superintendent
Civil Service Commission