

**Roswell Independent School District  
Job Description**

**Job Title: STUDENT OFFICE WORKER FOR HUMAN RESOURCES**

**Reports To: ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES**

**General Job Description:**

General clerical duties and answer the District switchboard.

**Essential Duties and Responsibilities:**

1. Provide clerical assistance, i.e. alphabetize and file accurately, make document copies, type, computer data input, shred records under the direction of Human Resource staff.
2. Provide backup on District switchboard and direct calls to appropriate departments and individuals and meet the public and offer appropriate directions while assigned to the switchboard.
3. As a receptionist/switchboard operator, accept documents, mail, hand carried by individuals to the Administration Office and perform miscellaneous duties while maintaining switchboard duty, i.e. cleaning student record files, addressing envelopes, etc.
4. Report to work at scheduled time and available to work during non-teaching days.
5. Maintain confidentiality with sensitive matters.
6. Maintain professional skills and work independently.
7. May be required to perform other related functions/duties as assigned by your supervisor(s).

**Qualifications:**

Must be currently enrolled in High School (BPA/DECA).

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

**Safety and Health:**

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

**Equipment/Material Handled:**

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

**Work Environment:**

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May work under stressful conditions on occasion.

**Terms of Employment:**

Salary and work year to be established by the Board.

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**I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.**

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**Signature**

**Printed Name**

**Date**