



Deer Valley Unified School District

JOB DESCRIPTION

JOB TITLE: **Human Resources Temporary Help**

JOB CODE:

Position Type: Classified	Department: Human Resources
Salary Schedule: Range 18	Location: District Office
Reports to: Human Resources Manager	
Term of Employment: Temporary	Shift: Day
Approved By: Human Resources	Date: November 7, 2025

POSITION SUMMARY:

To assist the Human Resources Department by performing a wide variety of records and communication work relating to all human resources functions.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Review and clean up existing job descriptions for consistency, accuracy, and formatting; assist in drafting or revising job descriptions as needed.
- Input and update employee information in HR systems and databases.
- Assist with document scanning, filing, and archiving of HR materials.
- Support the HR specialists as assigned.
- Assist with the preparation of HR reports, spreadsheets, and correspondence.
- Provide clerical support for HR projects such as audits, classification reviews, or records purges.
- Maintain confidentiality of sensitive employee and organizational information.
- Audit and review existing digital employee personnel files system for accuracy and completeness.
- Organize, and update employee personnel files (both physical and electronic) in compliance with recordkeeping policies and applicable regulations.

- Ensure that all employee documents are located in the appropriate digital folder/file.
- Identify missing or misfiled documents, remove duplicates, and verify that file structures align with current retention and naming standard.
- Update file naming conventions, folder structures, and metadata to align with current district standards.
- Identify and correct misfiled, duplicated, or outdated documents in accordance with district retention schedules and HR policies.
- Ensure all required documents (employment applications, contracts, certifications, evaluations, etc.) are properly categorized and labeled.
- Upload missing documentation from physical or digital sources to complete personnel records.
- Document and report progress, discrepancies, and recommendations for ongoing maintenance.
- Collaborate with HR staff to confirm document types, file placement, and retention timelines.
- Maintain strict confidentiality and data integrity at all times
- Perform other related administrative duties as assigned to support HR operations.

MARGINAL DUTIES:

- Other job-related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or equivalent; coursework or certification in office administration or HR preferred.
- One to three years of administrative or clerical experience, preferably in Human Resources or a similar environment.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and comfort with HR information systems or databases.
- Strong organizational skills, attention to detail, and accuracy in recordkeeping.
- Excellent communication and interpersonal skills.
- Ability to manage multiple tasks and meet deadlines in a confidential, fast-paced environment.
- Experience with electronic records management systems preferred.
- Prior experience in data entry, file maintenance, or document management in an educational or HR setting strongly desired.

LANGUAGE SKILLS:

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.