



*Board of Education of the City of St. Louis*  
**CAREER OPPORTUNITY**

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<b><i>Position Title:</i></b>	Employee Relations Assistant
<b><i>Payroll/Personnel Type:</i></b>	12 Month
<b><i>Reports to:</i></b>	Chief Human Resources Officer

**Position Summary:**

This employee will work with the ER Manager in maintaining an effective employee/labor relations program for the district. This position will provide support to the ER Manager in advancing the labor and employee relation component of the SLPS Human Resource Department.

**Essential Functions:**

- Assist with the day-to-day of the employee relations activities within the district
- Read and understand the Board of Education policies and policy statement
- Perform legal research
- Assist the ER Manager I conducting staff hearings
- Assist the ER Manager in conducting investigations and collection of information
- Draft documents and understand the importance of timelines
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- Communicate and interact appropriately with professional, para-professional and clerical staff in dealing with employee relations issues
- Assist with the development and implementation of employee relations training modules and initiatives
- Maintain the calendar and schedule for the employee relations division
- Ability to multi-task
- Exercise good judgment and confidentially
- Maintain a clean and safe working environment
- Ability to analytically resolve problems and assess situations
- Performs other duties as assigned

**Experience:**

- Previous working experience in a law-related field
- Ability to draft correspondence with exceptional typing skills
- Highly organized, professional and a positive attitude
- Understand the importance of confidentially
- Ability to analytically resolve problems and assess situations

**Education:**

- Certified Paralegal Certificate and/or degree in legal studies



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**Knowledge, Skills, and Abilities:**

- Working knowledge of Microsoft Word Office Suite
- Exceptional communication skills (oral and written)
- Ability to manage multiple tasks, understand the importance of timelines, and exercise independent judgment
- Strong organizational skills with great attention to details

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

**Review/Approvals:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***