Anoka Hennepin Independent School District #11
Position Standard

Confidential Employee

Confidential Employees work in the Employee Services Department, Labor and Relations Department and Benefits Department in the areas of pre-employment/employee services, employment contracts, and employee benefits.

Essential Functions;
- *Specific position duties will be listed on Official Posting for each confidential employee opportunity, as positions are posted.*

   Class 2

   Class 3

   Class 4

Minimum Qualifications;
- High School Diploma or equivalent.
- Maintain the highest level of confidentiality when handling employee information.
- Strong attention to detail and organization.
- Ability to handle multiple tasks and projects in a professional and timely manner.
- Excellent oral and written communication skills.
- Ability to interact with all levels of personnel.
- Ability / desire to work cooperatively with department and district staff.
- Treat all with dignity and respect.
- Ability to effectively present information in a clear manner.
- Proficient with Microsoft Office Software.
- Ability to work under limited supervision following standardized practices and/or methods.
- Knowledge of the impact work has on the District.
- Ability to maintain regular attendance, which includes completing an assigned day.
- Must be able to lift a minimum of 25 pounds.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.
- Must be physically working in the building.

Physical Factors include:
Constant: sitting, twisting/pivot, reaching, repetitive arm, simple grasp, firm grasp, fine manipulating, talking, hearing, near vision (up to 20"), midrange vision, far vision (over 20'), visual accommodation; field of vision;
Frequent: standing, walking, lifting above shoulder, lifting waist to chest, lifting below waist, carrying, pushing, pulling, climbing, stooping, kneeling, feeling.