



## JOB DESCRIPTION

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**JOB TITLE:** Human Resources Assistant - Senior

**JOB CODE:** 2190

**DEPARTMENT:** Human Resources

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Human Resources Manager

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### SUMMARY OF JOB PURPOSE

Performs specialized administrative staff support in the Human Resources operations and functions; assist with the administration of County employee benefits and recruiting programs; provides customer service and assistance to county employees and the general public.

### ESSENTIAL FUNCTIONS

1. Assists County employees and the general public in person or by phone answering inquiries related to department services, programs, and records; provides information regarding County facilities, job opportunities, benefits, and other employment questions; explains rules, policies, and procedures; refers issues requiring policy interpretation to Manager for resolution.
2. Assists applicants and employees with the proper use and completion of personnel related forms and documents; receives and reviews documents for inclusion of all required information and routes as appropriate.
3. Coordinates and arranges meetings, prepares agendas, and reserves and prepares facilities; maintains schedules for in-service training classes and coordinates and/or schedules outside training for County personnel; may record and transcribe minutes of meetings; may assist with travel arrangements and claim forms.
4. Organizes and rates applications, as received, and contacts the applicant to request missing information, as necessary; may occasionally coordinate the scheduling of interview panels; may occasionally serve on the panels and make recommendations based on applicant's responses, both verbal and non-verbal; assists with testing of applicants; occasionally conducts background and reference checks and sends correspondence to applicants not selected for employment.
5. Performs a variety of clerical support duties including generating and distributing various forms of correspondence, copying and assembling materials, collecting and distributing mail, processing fingerprint card requests, generating employee identification cards, faxing documents, ordering office supplies, scheduling office equipment maintenance, and other related tasks.
6. Assists in the administration of the department budget, prepares budget reports, and tracks expenditures; may receive and verify bills, invoices, and related materials and code for correct processing and payment; performs payroll activities such as verifying and maintaining records of time worked and producing attendance reports.
7. Enters personnel tracking data information into an electronic database including Affirmative Action, FMLA, and catastrophic leaves; assures accuracy of data input, and routes supporting documentation as required.
8. Coordinates and manages assigned projects including employee service programs, Human Resources newsletter, temporary employee pool, and the County-wide phone directory, as

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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necessary; coordinates with outside temporary employment agencies to fill assignments as needed; attends and participates in various committee meetings such as the Benefits Committee and the Catastrophic Leave Committee.

9. May maintain and update confidential employee personnel files; maintains Human Resources files, forms, documentation, and information; maintains confidentiality of all work-related matters, personnel records, and information; ensures compliance with all applicable Federal, State, and Local laws and regulations, including the maintenance of up-to-date legal postings.

### **QUALIFICATIONS**

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.

#### **EDUCATION and/or EXPERIENCE**

High School Diploma or General Education Degree (GED) and a minimum of four (4) years Human Resources experience.

#### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, applicants, co-workers, and the general public.

#### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; compute rate, ratio, and percent and create and interpret bar graphs.

#### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations.

#### **OTHER KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of laws and regulations relating to Equal Employment Opportunity (EEO) and the Affirmative Action Plan (AAP); Intermediate proficiency level utilizing Microsoft Office applications including Excel, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Typing certificate with speed and accuracy at a rate of 45 words per minute.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### **WORKING ENVIRONMENT**

The noise level in the work environment is usually quiet.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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