



JOB DESCRIPTION

JOB TITLE: Human Resources Assistant

JOB CODE: 2180

DEPARTMENT: Human Resources

FLSA STATUS: Non-Exempt

REPORTS TO: Human Resources Manager

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. 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.
4. Performs a variety of clerical support duties including the distribution of various 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; maintains the schedules for in-service training classes and coordinates and/or schedules outside training for County personnel.
5. Assist 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.
6. Coordinates and manages assigned projects including employee service award programs, Human Resources newsletter, temporary employee pool, and the County-wide phone directory, as 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.
7. Maintains and updates 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.

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.



JOB DESCRIPTION

Human Resources Assistant

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 three (3) years public/community relations experience or a minimum of two (2) 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.

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.

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.



JOB DESCRIPTION

Human Resources Assistant

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: _____

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.