



Human Resources Assistant

Human Resources

HR/3

Grade 12/Non-Exempt

JOB SUMMARY

This position is responsible for providing administrative support for the county's human resource functions.

MAJOR DUTIES

- Prepares and posts job announcements to websites and bulletin boards; updates job descriptions as needed.
- Receives and reviews job applications; schedules interviews; requests background checks; schedules drug tests; prepares correspondence; conducts orientation; prepares and distributes new-hire packets.
- Maintains active and inactive employee files and records in data system.
- Answers telephone and greets visitors; provides information and assistance.
- Schedules meetings.
- Prepares correspondence.
- Maintains files and records.
- Maintains office supply inventory; makes purchases as needed.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures.
- Knowledge of county and departmental policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in prioritizing and organizing work.

- Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.
- Skill in oral and written communication.
- Skill in the provision of customer services.

SUPERVISORY CONTROLS

The Human Resources Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include employment laws, federal and state regulations, and county and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative duties. Frequent interruptions and strict regulations contribute to the complexity of the position.
- The purpose of this position is to provide administrative support for the county's human resources functions. Successful performance helps ensure the efficiency and effectiveness of those functions.

CONTACTS

- Contacts are typically with co-workers, other county employees, job applicants, and the general public.
- Contacts are typically to give or exchange information, resolve inquiries, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.

- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.