

Position Title: Administrative Assistant- Personnel

FLSA Status: Non-Exempt

Reports to: Personnel Director

Pay Grade: 7

Department: Personnel

I. Position Summary

This position description has been prepared to assist in evaluating duties, responsibility and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed.

This position carries out responsibilities in the following functional areas related to Human Resources: benefits administration, employee relations, training, recruitment, onboarding, and general office administration.

II. Essential Duties and Responsibilities

- Processes and reviews employment applications in order to evaluate qualifications or eligibility of applicants.
 - Prepares job announcements, and posting of job positions
 - Coordinates pre-employment screens and background checks
- Supports Department Heads in scheduling of interviews and reserving of meeting space
- Assists with maintenance of employee benefits files
- Gathers employee data and oversees the processing of monthly billings and the preparation of vouchers for payment for all group plans.
- Answers employee questions on benefits related to plan coverage, eligibility, etc.
- Processes, verifies and maintains documentation relating to:
 - Creates initial personnel and medical files for new employees
 - Generates, reviews and processes forms for salary changes, promotions, demotions, new hires, terminations, transfers and other personnel related transactions.
 - Maintains training and professional licensure records for County employees.
- Schedules, coordinates and assists employee events such as orientations, training, recognition, and employee appreciation activities.
- Schedules Commercial Driver License (CDL) drug and alcohol testing program.
- Responds to requests from other Counties, States, and Federal agencies for salary and benefit information/comparisons
- Process daily mail for Personnel Department.
- Maintains inventory and orders office supplies for departmental use.
- Provides information regarding routine questions on personnel and administrative policies and procedures
- Assists with proper notices and posting of agendas for Personnel Committee meetings in compliance with the Open Meeting Law.
- Assists with recording and typing meeting minutes for the Personnel Committee.

- Coordinates scheduling of annual hearing conservation testing
- Assists with reporting and tracking of work related injuries and illnesses

III. Related Job Functions

- Ability to arrange and coordinate work schedules with ability to plan, organize, and set priorities
- Responsible for working safely and following safety practices and standard of the facility; responsible for reporting any existing or potential safety or accident hazard.
- Performs reception tasks including receiving visitors and telephone calls
- Familiar with federal, state, and local agencies and their programs/coordination with county programs
- Attend meetings and training sessions as directed
- Ability to work in a pleasant and understanding manner with the general public, County officials, and other employees and maintain good working relationships
- Knowledge of principles and practices of business management with regard to office management, bookkeeping and accounting. Considerable knowledge of modern office procedures, equipment, and practices
- Ability to carry out sometime complex oral and written instructions with ability to read and write and to use independent judgment
- Ability to work with confidential records and keep confidentiality.
- Regular and reliable attendance
- Requires computer experience including word-processing, spreadsheet and accounting applications; with preference for demonstrated competency in word-processing, and accounting skills
- Able to perform, with or without accommodation, the essential functions of the position.
- Ability to plan, organize, and schedule priorities effectively
- Performs related work as required or directed
- Maintains confidentiality

IV. Physical Demands

- 75% -Sits at desk, uses hearing, near vision and fingering for typing, word processing, computer keyboard or other office machines.
- 50% - Talks to clients, callers, department staff.
- 10% - Moves about the office.
- 50% -Handles papers and manuals, etc.
- 10% Some time is spent standing and reaching in order to perform filing or other duties, and lifting files, copy paper and other office materials. Frequently moves around office and waits on counter. Frequently moves about the office building. May travel to other offices or sites for meetings, mail, etc.
- Occasionally may handle stressful situation(s) and short deadlines
- Is exposed to potential for physical attack intermittently.
- Involves minimal potential and/or direct exposure to blood or body fluids

V. Education and Training Requirements

- Graduation from an accredited high school or GED. 2 years of clerical experience in Human Resources or related field; and/or a combination of training and experience which provides the required knowledge and skills.
- Possession of a valid driver's license and reliable transportation with adequate auto insurance to meet minimum County requirements, or access to reliable transportation for city and rural travel.