

HUMAN RESOURCES ASSISTANT

DEFINITION

Under close supervision, performs a variety of support functions related to Human Resources.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Under close supervision assists the Human Resources Department with a variety of support functions in worker's compensation, recruitment /selection, benefit administration, retirement, compensation, and employee relations as assigned. Provides the public and staff with employment information; Responds to inquires regarding benefits and payroll; prepares, corrects and enters departmental payroll; creates, types and completes forms and documents as assigned; submits paperwork to appropriate department to update records; supports other Human Resources staff.

Assists applicants as needed regarding application process; prepares application materials and forwards to department; completes written employment verifications; researches and reviews HR system to provide employment, salary, and benefit enrollment verifications; generates statistical reports for outside agencies; schedules, assists, and conducts orientations to new hires; creates and maintains new hire files; performs clerical duties such as typing, copying, filing, answering telephones and sorting and distributing mail.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of payroll, compensation, benefits, and standard office practices and procedures

Knowledgeable of personal computer hardware and software

Knowledgeable of quality customer service techniques and concepts

Skilled in composing letters, documents and reports using a personal computer

Skilled in following oral and written instructions

Skilled in establishing and maintaining positive and productive working relationships with both external and internal customers

Ability to perform essential duties with minimum supervision

Ability to maintain confidentiality regarding departmental activities and Human Resources actions

Ability to effectively communicate verbally and in writing

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an office environment. Work may require frequent standing, walking and bending, and incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS

A high school diploma or equivalent combined with some college coursework in accounting, statistics, or human resources **AND** two (2) years experience performing increasingly responsible work in fast pace business environment preferably in public sector HR office **OR** an equivalent combination of education and experience.