HUMAN RESOURCES ASSISTANT

DEFINITION
Under close supervision, performs a variety of administrative support functions related to worker’s compensation, recruitment /selection, benefit administration, retirement, compensation, and employee relations as assigned 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
- Performs a variety of support functions in worker’s compensation, recruitment /selection, benefit administration, retirement, compensation, and employee relations as assigned;
- Researches and reviews HR system to provide employment, salary, and benefit enrollment verifications;
- Provides the public and staff with employment information and responds to inquiries 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;
- Assists applicants as needed regarding application process;
- Prepares application materials and forwards to department and completes written employment verifications;
- Generates statistical reports for outside agencies;
- Schedules, assists, and conducts on-boarding orientations to new hires
- Creates and maintains employee personnel 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, quality customer service techniques and concepts, and professional business writing and email etiquette;
- Skilled in composing letters, documents and reports using a personal computer, following oral and written instructions, establishing and maintaining positive and productive working relationships with both external and internal customers
- Ability to perform essential duties with minimum supervision, to multi-task various, to maintain confidentiality regarding departmental activities and Human Resources actions, effectively communicate verbally and in writing and effectively respond to tight and changing deadlines;
- Proficient in the use of a personal computer, MS Office and other industry related software packages.

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 level coursework in accounting, statistics, or human resources AND two (2) years experience performing increasingly responsible work in fast pace business environment preferably in a HR office.