

Human Resources Assistant**Grade:** _____**Reports to: HR Director****Department: Human Resources****Classification: Non-Exempt****Date Approved: 9/30/24**

Job Summary

This is a full-time position which reports to the Human Resources Director and provides administrative support for the Human Resources Office. This position is responsible for providing excellent customer service to the County's employees, assisting with the recruiting, hiring, termination, and benefit processes, and assisting with various other assignments and projects.

Essential Functions

- Providing excellent customer service for the County's employees; answering telephone calls, providing requested assistance, and responding to emails and messages promptly.
- Adhering to appropriate confidentiality and professionalism as required for the position.
- Advertising for open positions (creating postings for social media and posting positions on the County website and other websites), logging and distributing employment applications, scheduling interviews, requesting criminal background and MVR reports, and scheduling drug screens and physicals for new hires.
- Scheduling sessions to assist new hires with payroll and benefit paperwork, processing new hires by entering them into the payroll, benefit, and retirement systems, and performing other new hire tasks.
- Monitoring benefit system and sending reminders as needed to make sure all new hires have enrolled in their benefits by the deadline; assisting employees with benefit questions.
- Processing terminations for employees in the payroll, benefit, and retirement systems and performing other termination tasks.
- Providing required paperwork for FMLA requests and monitoring and sending reminders as needed to make sure the certification is received by the deadline.
- Filing documents into personnel files and maintaining an organized filing system.

- Assisting with record retention per the County's policy.
- Filing workers compensation claims and following up on these as needed.
- Assisting with various other assignments and projects as directed.

Knowledge, Skills, & Abilities Required for Job Performance

Ability to be appropriately confidential and professional as required for the position.

Self-motivated with strong organizational skills and the ability to multi-task.

Strong written and oral communication skills.

Proficient in Microsoft Office with the ability to learn job-related software (the County's payroll system).

Proficient in Canva is a plus.

Experience working in County Government is a plus.

Experience working in Human Resources is a plus.

Experience working with a payroll system is a plus.

Experience with recruiting, hiring, and retention is a plus.

Experience with records maintenance and retention.

Possession of a High School diploma or GED equivalent.

Possession of a valid driver's license.

Additional training and education may be required.

Working Conditions/Physical Demands

This work is usually done in an office setting and is typically performed while sitting at a desk and intermittingly standing, stooping, bending, kneeling, crouching, or walking.

Much of this work is done without direct supervision and requires a strong work ethic with an emphasis on organizational, time management, and multi-tasking skills.

This work may require lifting objects up to 30 lbs. without accommodation.