

HUMAN RESOURCES OFFICE ASSISTANT

(Range 105)

DEFINITION

This position performs basic clerical tasks in support of the Human Resources department.

SUPERVISION RECEIVED AND EXERCISED

Receives close supervision from assigned supervisor.

ESSENTIAL AND MARGINAL FUNCTIONS--Essential and marginal functions and responsibilities may include, but are not limited to the following:

Essential Functions:

1. Process and maintain Human Resources personnel files using a variety of alphabetical, numerical, and chronological filing systems. Responsible for retention and archiving of all personnel records.
2. Copies and collates a variety of correspondence, forms, and other documents in support of recruitment, training and benefits.
3. Assists with the receptionist duties.
4. Performs data entry in the maintenance of basic records. Ensures the accuracy and completeness of the data and generate reports or outputs as needed.
5. Performs research and data gathering activities and may prepare reports or summaries of information.
6. Operates office equipment including, but not limited to: typewriter, copy machine, telephone, and facsimile machine.
7. Assists with processing and distributing incoming mail.
8. Receives work assignments, establishes priorities, and meets established deadlines.
9. Notifies supervisor of problems or changes in work load.
10. Maintains a high degree of confidentiality.

Marginal Functions:

1. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

1. Basic record keeping and filing principles and methods.
2. Human Resources principles and procedures.
3. Pertinent Federal, State, and local laws, codes, and regulations.
4. Research techniques, sources and availability of current information.

5. Library District, branch, and department policies and procedures.
6. Library District terminology and functions.
7. Correct English usage, spelling, punctuation, and grammar.

Ability to:

1. Determine work priorities.
2. Accept and manage change and maintain flexibility.
3. Work quickly and accurately.
4. Work independently and as part of a team.
5. Maintain clerical records.
6. Type and operate standard office equipment.
7. Maintain effective working relationships with those contacted during the course of work.
8. Follow, apply, interpret and explain instructions and/or guidelines.
9. Communicate clearly and concisely, both orally and in writing.
10. Serve customers with patience, tact, and courtesy.
11. Exercise good judgment and make sound decisions.
12. Maintain the mental capacity for effective interaction and communication with others.
13. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include:
 - standing, walking, or sitting for extended periods of time;
 - bending, reaching, stooping, and pushing;
 - lifting and carrying;
 - operating assigned equipment.
14. Maintain effective auditory and visual perception needed for:
 - making observations;
 - communicating with others;
 - reading and writing;
 - operating assigned equipment.

Skilled in:

1. Reading comprehension.
2. Time Management.
3. The use of personal computers and associated software.
4. The use of general office equipment.

MINIMUM QUALIFICATIONS

Training and Experience:

High school diploma or equivalency required plus one year office/clerical support experience. Previous Human Resources experience preferred.

Physical requirements:

Essential and marginal functions may require maintaining a physical condition necessary for standing and walking; frequent lifting and carrying objects of light weight (5 - 10 pounds) and occasional lifting and carrying objects of moderate weight (12 - 20 pounds); bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and sitting, or standing for extended periods of time. Tasks require visual perception, audio perception, and oral communications ability.

Environmental Requirements:

Tasks are performed with infrequent exposure to adverse environmental conditions.

FLSA: NON-EXEMPT

CBA: NONE

DEVELOPED: FEBRUARY 11, 2015