



Human Resources Assistant (2202)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 12

Safety-Sensitive: No

Purpose

The purpose of this classification is to provide administrative and clerical support to the Human Resources Department.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Performs customer service functions: serves as department receptionist; answers phone and greets visitors; takes and relays messages; responds to telephone, email, and in-person inquiries by providing assistance or routing as appropriate; answers routine questions; and initiates problem resolution.

Provides administrative support to department staff and other County employees: distributes documentation; assists as needed with recruiting, compensation, benefits, and risk management processes; participates in special projects and employee recognition/engagement activities; assists employees with Employee Self-Service and related issues; and assists department heads and supervisors with HR processes and documentation.

Maintains and updates human resources data: enters, updates and maintains employee records and other confidential information; verifies, processes, and scans documents; maintains and stores paper and electronic records; prepares records for destruction; maintains statistical information; keeps training records; tracks and follow up on reports and documents to be submitted by employees and supervisors; maintains departmental calendar.

Coordinates departmental communications: receives, prepares, and distributes correspondence, reports, and forms; receives and sorts incoming mail; prepares outgoing mail; updates department website; assembles and distributes information packets; processes and responds to employment verifications and records requests.

Coordinates and conducts routine and periodic departmental processes and events: schedules and facilitates employee training sessions; monitors and collects employee RSVPs for events; schedules meetings and activities.

Provides support for new employee orientation: prepares, gathers, distributes, and collects necessary documents; assists with data entry and reporting processes.

Performs other related duties as required.

Minimum Qualifications

High school diploma or GED required; supplemented by three years' experience in customer service, administrative or clerical support or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

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