



**Title: Human Resources Assistant**

**FLSA Status: Non-Exempt**

**Department: Human Resources**

**Updated: 11/2022**

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### **General Definition of Work**

Performs intermediate work in administering the County's personnel and employee benefits programs, and maintaining employment records; maintains County records; assists Human Resources in preparing for union negotiations and strategies, and related work as apparent or assigned. Work is performed under the moderate supervision of Human Resources Director.

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### **Essential Functions**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

- Maintain accurate and up-to-date human resource files, records and documentation; answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring process, etc.
  - Provides confidential administrative support and assistance on special projects; assists in preparation of reports.
  - Prepares meeting packets for the County Board and Committee of the Whole Meetings and enters information into BoardBook software. Prepares minutes, posts meeting notices, obtains appropriate signatures on documents and distributes signed documents and maintains official documents.
  - Works with external benefit providers and vendors, including reporting all First Report of Injury and any insurance changes to MCIT.
  - Completes new hire orientation process.
  - Maintains scheduling for conference rooms, answers general information phone line and other duties as assigned.
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### **Knowledge, Skills and Abilities**

General knowledge of the functions of the County and of administrative and human resources policies and practices; general knowledge of personnel and employee benefit programs; general knowledge of standard office practices, procedures, equipment and office support techniques; good knowledge of business English, spelling and arithmetic; skill in the use of standard office software applications; ability to communicate ideas effectively in both oral and written formats; ability to keep office records and to prepare accurate reports from file sources; ability to perform and organize work independently; ability to prepare effective correspondence on routine matters and to perform routine human resources activities without referral to supervisor; ability to operate standard office and computer equipment; ability to establish and maintain effective working relationships with associates, elected officials, job applicants, other agencies and the general public.



**Minimum Qualifications**

Associate or Technical degree and considerable experience, or a combination of equivalent education and experience.

**Special Qualifications**

None.

**Working Conditions**

*The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

- Employees sit most of the time but rarely walk or stand for periods of time.
- This classification seldom involves physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements; vocal communication is required for expressing ideas by means of the spoken word; and hearing is required to perceive information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Occasional
Up to 25	Seldom
Up to 50	Seldom
Up to 100	Seldom
100 or more	Seldom

Environmental Exposures	
Work near moving mechanical parts	Seldom
Work in high, precarious places	Seldom
Toxic or caustic chemicals	Seldom
Outdoor weather conditions	Seldom
Extreme Cold, non-weather	Seldom
Extreme Heat, non-weather	Seldom
Noise Level	Moderate



## Human Resources Assistant Job Description

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*