

Position: Human Resources Assistant	Position Number:
Department: Human Resources	FSLA: Non-exempt
Reports to: Director Human Resources	Salary Grade: 111

Summary

Performs a variety of clerical work in the human resources areas of personnel status transactions, recruitment, maintenance of personnel files, and employee correspondence.

Essential Duties and Responsibilities

- Provides information on personnel policies, rules and regulations. Assists employees with insurance questions or problems.
- Prepares and types a variety of materials including letters, reports, schedules, agendas and minutes from notes, rough drafts, and verbal instructions.
- Completes and processes personnel data entry for employees including full-time, part-time, short-term and student employees.
- Maintains filing systems on a variety of subjects. Maintains and updates all classified and/or credentialed personnel files; maintains seniority lists.
- Issues and receive evaluation forms for classified employees.
- Processes applications for job vacancies.
- Serve as receptionist to students, faculty, and the general public, answering phone and personal inquiries.
- Composes letters regarding employment or other personnel matters; processes wage verifications by phone or mail.
- Answers inquiries regarding opening and hiring procedures.
- Notifies administrative staff of due dates for performance evaluations; monitors receipt and follows up on late evaluations.
- Fingerprints new employees for record checks as directed; processes necessary paperwork.
- Maintains personnel files and other confidential information. This requires extreme discretion when dealing with oral and written communications about employees.
- Assists the HR Technicians as necessary or assigned.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

Requires a working knowledge of modern office systems, practices, and procedures. Requires a basic knowledge of generally accepted personnel management practices, fair employment practices and laws. Requires a basic knowledge of common employee benefit plan provisions. Requires sufficient human relations skill to convey technical concepts to others and to deal with sensitive and confidential information. Requires demonstrated skills at entering data onto data entry screens, accessing relational databases, and verifying numerical and demographic information. Requires sufficient writing skills to prepare routine correspondence.

- **Abilities**

Requires the ability to carry out all aspects of the position. Requires the ability to learn and interpret the policies, procedures, techniques, and rules governing human resources management at the College within a 6-month period. Requires the ability to achieve harmony and cooperation in communications with others and to prepare professional correspondence for routine communications with insiders and outsiders.

- **Physical Abilities**

Position involves light work including some walking, standing, stooping, occasional carrying and lifting of lightweight materials (under 20 pounds). Requires visual acuity and depth perception to recognize words and numbers; hand and finger dexterity and hand/eye coordination to use a computer keyboard and common office equipment. Requires speaking and hearing ability sufficient to hear over a phone and carry on conversations.

- **Education and Experience**

Requires completion of at least one year of higher education in human resource management, business, or related field and a minimum of one year of experience in a human resources or employment office. Additional experience may substitute for higher education.

- **Licenses and Certificates**