

**POSITION: HR ASSISTANT**

**Posting # 6801-0817jhm**

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606  
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: [humanresources@UtahCounty.gov](mailto:humanresources@UtahCounty.gov) ♦ <http://www.utahcounty.gov/jobs>

*Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.*

## **JOB ANNOUNCEMENT**

**POSITION: HR ASSISTANT**

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### **REQUIRED ATTACHMENTS TO APPLICATION:**

- **Supplemental Documents:** *Supplemental Questionnaire*
- **A typing test** score sheet dated within the last 12 months at or above the rate of 35 wpm net. Typing scores will be accepted from any service or software. (Applicants who receive a conditional offer of employment will be required to take a three (3) minute timed type test, administered by the Human Resource office, to validate the required 40 net)
- **College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable**

**STARTING SALARY: Step 14-\$12.80-Step 20-\$14.73, \$1,024-\$1,178 Bi weekly**

**Salary will be determined upon experience and or education**

***Plus benefits package - Step increase available after completing probation and annually thereafter.***

**OPENING DATE: August 17, 2017**

**CLOSING DATE: Open Until Filled**

\*All applications received by August 24, 2017 will be screened by the HR Office. Those applicants meeting the specified qualifications and additional screening criteria will be referred for a hiring interview. The HR Office will continue to consider qualified candidates, as needed, until the position is filled.

***The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months***  
**For additional information see the job description at - - <http://www.utahcounty.gov/jobs>**

**JOB SUMMARY:** The Human Resource Assistant is responsible for the administrative support of day-to-day human resource operations. Provides first-contact customer service and performs a variety of clerical and office support duties to expedite day-to-day operations of the Utah County Office of Human Resources Management.

**DUTIES INCLUDE:** Answer phones for the HR Department. Receive, screen, and direct incoming phone calls for a multi-line phone system. Assist visitors and callers by providing information and directing them in correct processes; provide initial response to questions, complaints, or problems following established communications and information sharing policies, practices, and procedures. Interact with and supply information to job applicants, employees, department heads, public, and private agencies.

Accept applications for open positions, review the application packet for signatures, overall completeness, and required attachments such as transcripts, type tests, licenses, etc. Prepare the recruitment file for the recruiter when the position closes by ensuring only applications for the specified position are included and by noting the applicants claiming veteran's preference as well as late applications, etc.; tabulate information received from data record forms. Create registers and list eligible applicants for selection. Assist in preparing interview materials and in tabulating scores as assigned and administer in-house typing test.

After a conditional offer of employment has been made, coordinate applicant's drug screen and driver's license checks; disburse additional background packets according to type of position and established procedure. Ensure timely completion and accuracy of new hire paperwork.

**DUTIES (CONT.)**

Assist employees and supervisors with basic interpretation of HR policies and procedures. Perform other office support duties such as distributing mail; ordering, maintaining office supplies, copying and binding orientation packets. Assist to facilitate and maintain paperless systems. Maintain high standard of confidentiality of all employee records and information.

Create and maintain County-wide employee personnel files ensuring proper filing of applications, personnel actions, benefit and payroll forms, etc. Provides copies of file contents according to policy, GRAMA, or court order and ensures files are only accessed by authorized persons; pull files of terminated employees and prepare them for scanning and subsequent shredding according to retention schedule. Distribute job announcements and post them on County job board; create a recruitment folder for each posted position.

Respond to verification of employment status. Complete verification of employment forms and responds to other requests for employee payroll or position information according to policy. Assist the talent management team and compensation and benefits team as necessary.

**EXPECTED HOURS OF WORK**

This position is Monday through Friday, between 8:00 a.m. and 5:00 p.m. There is some flexibility, with prior authorization, to flex your time in a 40 hour work week.

**EVALUATION AND SELECTION FACTORS INCLUDE:**

**Knowledge of:** basic office practices

**Skilled in:** Microsoft Office Suite, basic reading, writing, and math

**Ability to:** to maintain cooperative working relationships with others in the workplace and the public, ability to communicate effectively, verbally, and in writing, ability to create and maintain files, records, and reports

**REQUIREMENTS FOR EMPLOYMENT:** High school diploma or equivalent required. Six months of office/clerical support experience. Preference may be given for one year experience in an HR office environment or Associate Professional in Human Resource Certification (aPHR). Selected applications must pass a typing test at or above the rate of 35 WPM. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

**LICENSURE/CERTIFICATIONS:** Current HR certification (see above) or ability to obtain certification within one year of employment.

**EXAMINATION/SELECTION PROCESS:** Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.