

*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: HUMAN RESOURCES ASSISTANT

Posting# 6802-0117md

### 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 HR office, to validate the required 35 net)
- **College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable**
- **Required licensure**

**STARTING SALARY RANGE: Step 14 - 20; \$1,024 - \$1,178 bi-weekly**      \$12.80 - \$14.73 per hour

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

**OPENING DATE:** January 13, 2017

**CLOSING DATE:** January 30, 2017

*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.
- 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.
- Provide clerical and operational support to other human resource staff.
- Process payroll changes including direct deposit, charitable contributions, Deputy Sheriff Association (DSA), Fraternal Order of Police (FOP), Utah County Employee Association (UCEA), W-4's, etc.
- Reconcile payroll deduction invoices.
- Make recommendations for modification to programs, as needed.
- Exemplify the desired culture and philosophy of the organization.
- Work effectively as a team member with the other members of management and the HR staff.

**EVALUATION AND SELECTION FACTORS INCLUDE:**

**Knowledge** of basic office practices

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

**Ability** to: maintain cooperative working relationships with others in the workplace and the public; communicate effectively, verbally, and in writing; create and maintain files, records, and reports; make decisions free from personal bias; maintain confidentiality and work under pressure.

**REQUIREMENTS FOR EMPLOYMENT:**

Selected applications must pass a typing test at or above the rate of 35 WPM.

- High school diploma or equivalent required.
- Twelve months of office/clerical support experience.

**Preferred Education and Experience**

1. Two years experience in an HR office environment.
2. Associate Professional in Human Resource Certification (aPHR).

**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 Resources Management, 100 East Center, Suite 3800, Provo, UT 84606, or email an official Utah County Government application and required attachments to [humanresources@utahcounty.gov](mailto:humanresources@utahcounty.gov) by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The HR 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 HR Department reserves the right to call only the most qualified applicants to any of the examinations.

UTAH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

