



HR Assistant

Job Description

Department: Human Resources Management
Position: Career Service
FLSA: Non-Exempt
Salary Grade: Step 14
Supervisory: No
Reports to: Human Resources Assistant Director

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.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Answer phones for the HR Department. Receive, screen, and direct incoming phone calls for a multi-line phone system.
2. 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.
3. Interact with and supply information to job applicants, employees, department heads, public, and private agencies.
4. Accept applications for open positions, review the application packet for signatures, overall completeness, and required attachments such as transcripts, type tests, licenses, etc.
5. 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.
6. Create registers and list eligible applicants for selection.
7. Assist in preparing interview materials and in tabulating scores as assigned and administer in-house typing test.
8. 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.
9. Ensure timely completion and accuracy of new hire paperwork.
10. Assist employees and supervisors with basic interpretation of HR policies and procedures.

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11. 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.
12. 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.
13. 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.
14. Distribute job announcements and post them on County job board; create a recruitment folder for each posted position.
15. 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.
16. Assist the talent management team and compensation and benefits team as necessary.
17. Provide clerical and operational support to other human resource staff.
18. 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.
19. Reconcile payroll deduction invoices.
20. Make recommendations for modification to programs, as needed.
21. Exemplify the desired culture and philosophy of the organization.
22. Work effectively as a team member with the other members of management and the HR staff.

Competencies

1. Communication
2. Critical Evaluation
3. Relationship Management
4. Ethical Practice
5. Maintain Confidentiality
6. Customer Service

Knowledge, Skills, and Abilities

1. Knowledge of basic office practices
2. Skilled in Microsoft Office Suite
3. Skilled in basic reading, writing, and math
4. Ability to maintain cooperative working relationships with others in the workplace and the public
5. Ability to communicate effectively, verbally, and in writing
6. Ability to create and maintain files, records, and reports
7. Ability to make decisions free from personal bias
8. Ability to maintain confidentiality

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9. Ability to work under pressure

Supervisory Responsibility

This position has no direct supervisory responsibilities.

Work Environment

While performing the duties of this job, the employee regularly works in an office setting. This role routinely uses standard office equipment such as computers, phones, and photocopiers/scanners. Work requires frequent contact with the public and employees which exposes incumbent to others' illnesses and to individuals that may be angry, agitated, or otherwise upset.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file, and lift office supplies up to 20 pounds.

Position Type/ 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.

Travel

There is no travel required for this position.

Required Education and Experience

1. High school diploma or equivalent required.
2. 6 months of office/clerical support experience.

Preferred Education and Experience

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

Additional Eligibility Qualifications

1. Current HR certification (see above) or ability to obtain certification within one year of employment.
2. Selected applications must pass a typing test at or above the rate of 35 WPM.

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AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee_____ Date_____

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