

COUNTY OF OTERO

Human Resources Assistant

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To provide highly responsible and complex administrative support to the Human Resources Director as well as perform routine clerical duties in support of the Human Resources Department. In addition, to compile and keep personnel records, record data for each employee, such as address, weekly earnings, absences, amount of sales or production, supervisory reports on ability, and date of and reason for termination. Compile and type reports from employment records. File employment records. Search employee files and furnish information to authorized persons. Additional duties include but are not limited to: To assist and inform the Otero County Personnel and the general public in person or on the telephone.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Human Resources Director. This position as currently staffed does not contemplate supervision by the employee of other employees.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS – *Essential and other important responsibilities and duties may include, but are not limited to the following:*

Essential Functions:

- Answer questions regarding examinations, eligibility, salaries, benefits, and other pertinent information.
- Arrange for advertising or posting of job vacancies, and notify eligible workers of position availability.
- Arrange for in-house and external training activities.
- Compile and prepare reports and documents pertaining to personnel activities.
- Examine employee files to answer inquiries and provide information for personnel actions.
- Explain company personnel policies, benefits, and procedures to employees or job applicants.
- Gather personnel records from other departments or employees.
- Inform job applicants of their acceptance or rejection of employment.
- Prepare badges, passes, and identification cards, and perform other security-related duties.

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- Process employment applications to evaluate qualifications or eligibility of applicants.
- Process and maintain documentation relating to personnel activities such as staffing, recruitment, training, grievances, performance evaluations, and classifications.
- Provide assistance in administering employee benefit programs and worker's compensation plans.
- Record data for each employee, including such information as addresses, weekly earnings, absences, amount of sales or production, supervisory reports on performance, and dates of and reasons for terminations.
- Request information from law enforcement officials, previous employers, and other references to determine applicants' employment acceptability.
- Copy and distribute incoming mail and post outgoing mail on a daily basis
- Keep confidential documents/issues within the scope of work.
- Prepare and present a variety of personnel related presentations and reports.

Marginal Functions:

1. Insure all personnel files are up to date, orderly and meet all established standards and regulations.
2. Perform additional and related duties and responsibilities as assigned or required.

QUALIFICATIONS:

Knowledge of:

Modern office procedures, methods and computer equipment/software.

Basic principles and procedures of filing and daily file maintenance.

English usage, spelling, grammar and punctuation.

Basic arithmetic.

Prepare documents for filming and/or scanning.

Public personnel policies and practices;

Public relationship techniques;

Ability to:

Analyze a variety of complex administrative and organizational problems and make sound policy and procedural recommendations;

Communicate effectively in written and oral form;

Prepare a variety of comprehensive reports;

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Effectively represent the programs, operations, and functions of the County with the public, community organizations, other County Staff, and other governmental agencies;
Establish and maintain cooperative working relations.

Physical requirements:

Maintain a personal physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- Sitting for extended periods of time;
- Operating assigned equipment;
- Repetitive motions as required to operate assigned equipment;
- Lifting objects not exceeding forty (40) pounds in weight;
- Occasional stooping and bending as appropriate to an office environment.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations.
- Communicating with others.
- Reading and writing.
- Viewing computer and other data communications screens and devices.

Education and Training Requirements:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain or demonstrate that you possess the knowledge and abilities would be:

Education:

High school graduate or equivalent.
Up to a Bachelors degree from an accredited college or university with major course work in personnel, public administration, or a related field preferred.

Training:

Four or more years of increasingly responsible personnel/administrative experience, of which at least two (2) must have been in a personnel capacity.

WORKING CONDITIONS:

Environmental Conditions:

Office environment utilizing various office equipment and computers.