

GRADE 4 NE

POSITION TITLE: **HUMAN RESOURCES ASSISTANT**
BUREAU: **PROFESSIONAL STANDARDS**
DIVISION: **HUMAN RESOURCES**

REPORTS TO: ASSISTANT DIRECTOR, HUMAN RESOURCES
SUPERVISES: NONE

POSITION SUMMARY:

Performs routine administrative duties relating to the HR Department, including data entry, employment verifications, record, file, and supply maintenance.

FUNCTIONS OF THE JOB

Essential Functions

1. Responsible for maintaining the Department's centralized personnel file system, which includes filing documents, removing and preparing inactive employee files for microfilm, shredding documents as needed, removing and copying information as requested. Recommends actions to improve the efficiency of the current records management and retention process.
2. Enter personnel data in the Department's HRIS including but not limited to name, address, job title, pay increases, etc.
3. Maintain the Department's DSN Log and issue DSNs to internal personnel and approved external persons.
4. Issue permanent, temporary and Universal identifications cards.
5. Administer civilian applicant testing, i.e. typing tests.
6. Send out review letters on a monthly basis for commissioned personnel.
7. Maintain commissioned applicant database by inputting information on new applicants, updating information, setting up new applicants for testing, scanning written tests and oral board tests, entering fitness scores and running score sheets.
8. Run various reports out of commissioned applicant database.
9. Greet and assist the general public and potential new employees by answering telephone and walk-in inquiries, direct persons to appropriate personnel, unit, or agency.
10. Perform other similar or related duties as assigned.

Marginal Functions: None Identified

Physical/Visual Activities or Demands: Physical/visual activities or demands that are commonly associated with the performance of the functions of this job.

1. Sit, walk, reach, grasp, talk and hear.
2. Clarity of vision at 20 inches or less and the ability to bring objects into sharp focus, while reading from a computer screen.
3. Light physical demand (primarily sedentary) requiring the employee to exert negligible force frequently to lift, carry, push, pull or otherwise move objects in the normal course of routine office activities.

Environmental/Atmospheric Conditions: Working conditions commonly associated with the performance of the functions of this job.

Normal working conditions.

POSITION QUALIFICATION REQUIREMENTS

Knowledge:

A high school diploma or equivalent is required. Must have broad general knowledge of Human Resource laws and practices. Proficiency using Microsoft® Word, Excel, Access, Power Point and Outlook required.

Prior experience with PeopleSoft® is highly desirable.

Associate's degree is preferred.

Experience:

1 to 3 years of administrative office experience.

Skills and Abilities which may be representative but not all inclusive of those commonly associated with this position:

1. Ability to handle multiple tasks simultaneously while prioritizing important issues.
2. Ability to establish and maintain effective working relationships with other regardless of rank or position.
3. Ability to communicate effectively both written and orally.
4. Ability to identify the source of problems and appropriate solutions (troubleshoot).
5. Ability to develop the customer service skills necessary to build rapport with the general public by:
 - Giving full attention to what others are saying, taking time to understand the points being made and asking questions as appropriate
 - Communicating information and ideas in a polite, effective, non-threatening manner
 - Actively looking for ways to help and assist people
 - Speaking clearly so others can understand
 - Observing, receiving, and otherwise obtaining information from all relevant sources
 - Developing constructive and cooperative working relationships with others.
6. Ability to work independently.
7. Ability to exercise extreme discretion regarding confidential information and to remain open to others' ideas and to try new approaches.

Machines, Tools, Equipment and Work Aids which may be representative but not all inclusive of those commonly associated with this position.

Personal computer, telephone, calculator, copier, ID camera and fax.

License(s)/Certification(s) Required: None

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

"Commonly associated" is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

All activities, Demands, Conditions and Requirements are linked to Essential Job Functions unless marked with an asterisk which denotes linkage only to marginal function(s).

Original Evaluation	Revised by	Revised by	Revised by	Revised by	Revised by
MG 4/08	MG: 12/08	MG: 8/10			