
EXEMPT (Y/N):	No	JOB CODE:	CSC Exempt (PT)
DEPARTMENT:	Human Resources	CLASSIFICATION:	003
SUPERVISOR:	Director, Human Resources	SALARY RANGE:	21
UNION (Y/N):	No	LOCAL:	NA

GENERAL STATEMENT OF DUTIES: Perform secretarial/clerical duties in support of a department, including answering telephone and greeting public, providing requested information, typing, scheduling appointments, issuing receipts and maintaining records. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provide clerical support, including composing, typing, editing and copying correspondence, memos, reports and other documents as necessary. Prepare reports as directed. Distribute to appropriate department supervisors as directed.

Create, research and compose the County employee monthly newsletter for review by the Director.

Maintain personnel files, Civil Service files, and other files and records, both paper and electronic, for department.

Prepare and post job announcements in County facilities, on the County jobs web page, in newspapers, on online recruitment sites and other locations as directed.

Process job applications. Prepare and send score letters to applicants and other necessary Civil Service reports.

Prepare agendas and packets for distribution for Civil Service meetings. Attend meetings, take and prepare minutes.

Assist with the annual Service Recognition Program involving the creation of event invitations, posters and flyers. Order yearly employee service awards. Distribute employee anniversary cards.

Assist Director in maintaining accurate time records for department employees. Prepare necessary payroll records as requested for transmittal to Accounting.

Answer telephones, greets visitors and direct inquiries to appropriate area.

Prepare claims for invoices. Research payment histories and maintain appropriate files.

Process and distribute incoming mail. Receive and record incoming monies. Prepare outgoing mail, deliver mail, claims and receipts.

Assist Director with special projects including coordinating various projects and programs when requested, such as wellness programs.

Schedule meetings and appointments as necessary. Monitor and maintain office supplies and office equipment.

Maintain high level of confidentiality in regard to issues encountered.

Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not normally a responsibility assigned to this position.

SUPERVISION RECEIVED: Work under the close supervision of the Director of Human Resources, who assigns and reviews work for conformance with established policies and procedures.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to high school graduation and one year general office experience. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be acceptable.

KNOWLEDGE, SKILL AND ABILITY: Knowledge of office practices and procedures. General knowledge of human resources issues, laws, regulations and procedures. Familiarity with the use of computers and business software such as word processing and spreadsheets.

Ability to correctly identify those issues which require confidentiality and to maintain a high level of confidentiality. Ability to communicate effectively in both written and verbal form. Ability to organize, prioritize and produce accurate work product. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public.

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

Minimal, involving the movement of boxes, files, equipment, etc., seldom exceeding 20 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment.