



# HUMAN RESOURCES ASSISTANT JOB DESCRIPTION

Job Title: **Human Resources Assistant**

Job Class: **1737**

Pay Grade: **118**

Effective Date: **May 2024**

FLSA: **Non-Exempt**

Revision Date: **May 2024**

## NATURE OF WORK

Under close supervision, assists in the coordination and performs a variety of technical and administrative human resources functions on behalf of the Lewis County Human Resources Department; provides human resources services to County departments; and performs other related duties as assigned.

## ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Participates and assists in coordinating a variety of departmental functions pertaining to recruiting, benefits, classification, compensation, training, personnel policy administration, and data management.
- Assists in the development of human resources policies and procedures; assists in the review of policies and presents recommendations on policy additions and/or amendments as required.
- Responds to inquiries from County departments and personnel regarding human resources policies, benefits, employment laws, and/or other personnel related matters.
- Assists in the coordination of a variety of recruiting activities including the coordinates job postings and recruiting advertisements; assists in screening applications; schedules interviews; conducts interviews, processes criminal history investigations; conducts employer reference checks; prepares hiring packets; and onboarding.
- Assists with the maintenance of the County's job description database; reviews job descriptions and monitors language for consistency within job families; researches industry standards in relation to basic job requirements.
- Assists and facilitates the development of County-wide training. Assists in coordinating and administering the County's training program; schedules in-house trainers and training facilities; posts training schedules and sign-up sheets; organizes special supplemental training classes as necessary; orders and maintains training supplies.
- Provides administrative support to the Human Resources personnel.
- Performs a variety of employee relations duties including periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately; planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.
- Prepares and maintains a variety of human resources records, reports, and documentation.

## WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and involves light physical demands and frequent use of a personal computer.

**EMPLOYMENT STANDARDS:**

Associate's Degree in Human Resources, Public Administration, Business Administration, or a closely related field; AND two (2) year's human resources experience.

**KNOWLEDGE AND SKILLS:**

**Knowledge of:**

- County policies and procedures.
- Human resources principles, practices, and policies.
- Regulations governing human resources activities.
- Classification and compensation principles.
- Recruiting principles, processes, and strategies.
- Training principles and practices.
- Human resources records, reports, and documentation.
- Health and welfare benefits administration.

**Skills in:**

- Assisting in the coordination of and performing a variety of human resources functions.
- Maintaining compliance with regulations governing human resources activities.
- Coordinating and conducting training classes.
- Assisting in a variety of recruiting and training activities.
- Providing human resources services and support to County departments.
- Assisting in developing human resources policies and procedures.
- Preparing and maintaining a variety of departmental records, files, and documentation.
- Utilizing standard computer software and administering assigned databases.
- Communicating effectively verbally and in writing.
- Operating a personal computer utilizing standard and specialized software.
- Dealing constructively and courteously with the Department, BOCC, Lewis County and general public.
- Establishing and maintaining effective working relationships with co-workers.
- Communicating effectively verbally and in writing.