



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Human Resources Assistant</u>	NEW: <u>X</u>	REVISED: <u> </u> <small>(Please check one)</small>
REPORTS TO: <u>Director, Human Resources</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>10/11</u>
DEPARTMENT: <u>Human Resources</u>	JOB CODE: 500	

DEFINITIONS:

With general supervision, provides secretarial and administrative support for the Human Resources Department including writing and submitting employment advertising, screening resumes and applications, maintaining human resources databases, responding to employee and applicant questions, maintaining employee records and files, preparing correspondence and reports.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Assists the Director and departments with the recruiting process; prepares and submits advertisements; screens applications; schedules interviews; conducts reference checks; arranges pre-employment testing, such as drug tests and physical examinations; maintains recruiting files and prepares reports; prepares correspondence and communicates with applicants.

Provides administrative support for the department; answers the phone and responds to questions from employees and applicants; collects information and prepares reports; tracks expenses and maintains budget information; prepares applicant tracking and other logs and reports

Maintains personnel policy manual and updates; maintains department and County-wide employee records, processes new employees; processes all status changes; acts as liaison between the department and the Auditor's Office and the Clerk's Office; tracks employee vacation and sick time; keeps records and enters new salary information.

KNOWLEDGE AND SKILL:

1. Good knowledge of standard office practices, record keeping and office equipment and computer software.
2. Good knowledge of County departments and operations.
3. Good knowledge of Boone County policies and procedures.
4. Good knowledge of Boone County purchasing guidelines.
5. Skill in organizing, scheduling and reviewing work.
6. Skill in the use of a personal computer.
7. Skill in establishing and maintaining cooperative working relations with other Boone County employees and the public.

MINIMUM QUALIFICATIONS:

High school diploma or GED and three years secretarial / office management experience; ability to type 50 wpm.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)