

7982

HUMAN RESOURCES ASSISTANT

Nature of Work

Under close supervision, performs paraprofessional duties associated with human resources and/or payroll functions. Reviews forms and documents for compliance with established rules, regulations, and guidelines and recommends and/or takes corrective action necessary to ensure compliance. Work is generally reviewed for conformance and consistency with practice and policy. Assists professional staff by researching, collecting, and compiling information/data within defined criteria. Performs related work as required.

Examples of Work

Reviews forms and/or documents to verify accuracy.

Provides customer service to employees and the general public; answers general human resources questions and provides information requiring knowledge of routine human resources activities, processes and practices. Refers and redirects inquiries where appropriate.

Prepares various forms of correspondence to support human resources actions and processes.

Processes, verifies and maintains standard human resources documents such as pre-employment materials, time cards, change of status forms, etc.

Prepares and maintains employee files and records.

Explains departmental benefits, policies and procedures to new employees.

Examines personnel records to provide information to authorized persons.

Gathers information for review and analysis by others related to human resources transactions.

Provides administrative support to supervisors/managers in designated field office locations.

Knowledge, Skills and Abilities

Knowledge of basic statistical data, research methods and techniques for organizing and presenting data.

Knowledge of federal, state and department laws, policies and rules including the Division of Personnel rules, policies and procedures.

Knowledge of organizational structure and chain of command.

Knowledge of employment and/or payroll records processing and maintenance.

Ability to interact with co-workers, agency employees, public officials and the general public and to establish and maintain effective working relationships.

Ability to learn federal and state laws.

Ability to operate a computer, standard programs and agency specific programs.

Ability to operate office equipment.

Ability to follow written and verbal instructions.

Ability to communicate effectively, both orally and in writing.

Minimum Qualifications

Training: High school diploma or the equivalent.

Experience: Two (2) years of full-time or part-time equivalent paid clerical experience, one (1) year of which must have been in a support or paraprofessional role in human resources, payroll, bookkeeping or accounting.

Substitution: Candidates may substitute education for the required experience at the rate of one (1) year of experience for each thirty (30) semester hours of education.

Note: A valid driver's license may be required.

7982

HUMAN RESOURCES ASSISTANT (cont'd)

Established: 08/04/2018
Effective: 08/04/2018