

Hendricks County
Job Description

Title: Part-time Human Resource Assistant

FLSA Status: Non-exempt

Department: Human Resources

Pay Band: OSS 3

Supervisor: Human Resource Administrator

PURPOSE OF POSITION:

The Part-time Human Resource Assistant contributes to the accomplishment of Human Resource practices and objectives that will provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce. Incumbent works under established Human Resource laws. The Part-time Human Resource Assistant will handle a variety of personnel related and administrative duties. The role of the Part-time Human Resource Assistant is to serve as a liaison between the Human Resource Administrator and employees. The incumbent will also support daily Human Resource activities.

ESSENTIAL FUNCTIONS:

- Balance monthly healthcare bills.
- Monitor Family Medical Leave hours.
- Track employee hours worked in the time and attendance software.
- Provide assistance with tracking hours and compliance for the Affordable Care Act.
- Run background and driver's license checks on potential new hires.
- Run driver's license annually for all employees who drive county vehicles.
- Arrange for advertising or posting of job vacancies.
- Inform job applicants of their rejection of employment.
- Provide assistance with open enrollment and benefits questions.
- Provide assistance in administering employee benefit program.
- Explain personnel policies, benefits, and procedures to employees or job applicants.
- Provide assistance in maintaining employee files.

NON-ESSENTIAL FUNCTIONS:

- Provide assistance in preparing identification badges and other security-related duties.
- Administer new hire orientations in absence of Human Resources Administrator.
- Verify I9 documentation and complete E-verify process for new hires in absence of Human Resources Administrator.
- Report new hires to State of Indiana.
- Provide assistance in administering worker's compensation.
- Provide assistance with OSHA compliance and employee training.
- Perform other duties as assigned.

EDUCATION AND QUALIFICATION REQUIREMENTS:

- Associates Degree in Human Resources or Business Administration preferred or equivalent with 3 years' experience in Human Resources or administration.
- Ability to work basic math problems.
- Ability to apply basic accounting skills when reconciling bills.
- Knowledge of administrative and clerical procedures and systems such as receive and transfer calls using a multi-line telephone, Microsoft Office, Outlook, Excel, Word, and other office procedures and terminology.
- Knowledge of principles and procedures for personnel recruitment, training, benefits, labor relation laws and practices.
- Excellent organizational skills.
- Job requires being careful about detail and thorough in completing work tasks.
- Communicating effectively in writing. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to provide full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Ability to properly operate standard office equipment including calculator, computer, printer, copier, telephone, scanner, etc.
- Ability to plan and lay out assigned work projects, work alone and with others in a team environment with minimum supervision, and maintain appropriate, respectful interrelationships with co-workers and the public.
- The ability to identify simple or complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Ability to work on several tasks at the same time, and complete work effectively amidst frequent distractions and interruptions.
- Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.
- Maintain and possess a valid Indiana driver's license.

RESPONSIBILITY:

Incumbent works independently, but follows established guidelines set by the Human Resources Administrator, policies and law. Errors in decisions are not immediately apparent through supervisory review. These errors usually result in loss of time, substantial inconvenience to the public, and could have adverse effects on organization. Incumbent must maintain a high degree of integrity and confidentiality.

WORKING RELATIONSHIPS:

Working relationships are with supervisor, other county departments, consultants, and the public. The purpose of contacts is to exchange information, provide direction, explain policies and procedures, and research human resources related problems.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Incumbent performs most duties in a standard office environment involving sitting and walking at will, speaking clearly, and listening to detail.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:

The job description for the position of Part-time Human Resource Assistant in the Human Resources Department describes the duties and responsibilities in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee signature

Date

Printed Name