

# *Company Name*

---

## **POSITION DESCRIPTION**

**POSITION TITLE:** Human Resources Assistant

**DEPARTMENT:** Human Resources

**CLASSIFICATION:**

**APPROVED BY:**

---

### **REPORTING RELATIONSHIPS**

**POSITION REPORTS TO:**

**POSITIONS SUPERVISED:**

---

### **POSITION PURPOSE**

Responsible for performing a variety of human resource support duties. Assists in maintaining the human resource database and all employee records and files. Handles payroll processing and tracks and reports payroll information. Completes assigned reporting functions involving attendance statistics, termination, hire and transfer data, and other information assigned. Provides recommendations regarding the development and administration of human resource policies and programs. Assists in informing new employees of human resource policies and programs as needed. Performs general office support functions and assists area personnel as necessary.

---

### **ESSENTIAL FUNCTIONS AND BASIC DUTIES**

1. **Assumes responsibility for effectively recording, maintaining, and reporting human resource information.**
  - a. Oversees the human resource database. Ensures that system records are accurately recorded and cross-checked.
  - b. Enters new hire information in the human resource system database.
  - c. Tracks and resolves problems and checks system operations as scheduled.
  - d. Ensures that human resource files and records are maintained in accordance with legal requirements and Company policies and procedures.
  - e. Completes monthly and year-end reports regarding terminations, transfers, and new hires.
  - f. Ensures that EEO reporting functions are up-to-date and in compliance with federal regulations.
  - g. Processes employment verification forms and name change packets.
  - h. Prepares recruitment lists and job postings.

- i. Completes miscellaneous research, reports, and memos as requested.
- 2. **Assumes responsibility for the accurate and timely performance of payroll functions.**
  - a. Computes and records payroll data as scheduled.
  - b. Maintains payroll records in compliance with state and federal regulations.
  - c. Provides payroll information regarding merit increases to managers as requested.
  - d. Tracks and resolves payroll errors. Completes payroll adjustments and corrections as necessary.
  - e. Ensures that payroll functions are performed in accordance with established policies and procedures.
- 3. **Assumes responsibility for establishing and maintaining professional working relations with applicants, visitors, callers, and business professionals.**
  - a. Receives and screens visitors and telephone calls.
  - b. Receives and tracks employment applications.
  - c. Assists with questions and problems courteously and promptly.
  - d. Obtains and conveys information as needed.
  - e. Maintains and projects the Company's professional reputation.
- 4. **Assumes responsibility for establishing and maintaining effective communication, coordination, and working relations with Company personnel and with management.**
  - a. Assists in training new employees. Supports Department personnel as needed.
  - b. Coordinates with related departments as required. Answers questions and provides assistance.
  - c. Keeps management appropriately informed of area activities and of any significant problems.
  - d. Attends and participates in meetings as required.
- 5. **Assumes responsibility for related duties as required or assigned.**
  - a. Ensures that work area is clean, secure, and well maintained.
  - b. Types memos and letters as requested.
  - c. Stays well informed regarding human resource developments.
  - d. Performs miscellaneous clerical functions and special projects as assigned.

## PERFORMANCE MEASUREMENTS

1. The human resource information system functions smoothly. Personnel data and statistics are efficiently recorded, stored, and retrieved as appropriate.
  2. Reporting functions are completed accurately and timely, and in accordance with established policies and federal and state regulations.
  3. Payroll functions are completed in accordance with established policies and procedures. Errors or discrepancies are promptly discovered and resolved.
  4. Visitors and telephone calls are courteously and professionally received or referred. Good public relations exist with outside contacts.
  5. Effective working relations exist with Company personnel. New employees are well trained and assisted. Management is appropriately informed.
  6. The Company's professional reputation is maintained.
- 

## QUALIFICATIONS

<b>EDUCATION/CERTIFICATION:</b>	High school graduate or equivalent. Additional related training preferred.
<b>REQUIRED KNOWLEDGE:</b>	Basic understanding of human resource functions. Knowledge of all related computer applications. Understanding of human resource reporting and recordkeeping requirements.
<b>EXPERIENCE REQUIRED:</b>	At least one year of related experience.
<b>SKILLS/ABILITIES:</b>	Well organized. Accurate and attentive to detail. Excellent communications and public relations abilities. Strong typing and computer application skills. Ability to assist and support others. Able to operate telephone, PC, copier, and other basic business machines.

---

## PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

<b>FINGER DEXTERITY:</b>	Using primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers together.
<b>TALKING:</b>	Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.
<b>AVERAGE HEARING:</b>	Able to hear average or normal conversations and receive ordinary information.
<b>REPETITIVE MOTIONS:</b>	Movements frequently and regularly required using the wrists, hands, and/or fingers.

<b>AVERAGE VISUAL ABILITIES:</b>	Average, ordinary, visual acuity necessary to prepare or inspect documents or products, or operate machinery.
<b>PHYSICAL STRENGTH:</b>	Sedentary work; sitting most of the time. Exerts up to 10 lbs. of force occasionally. (Almost all office jobs.)

---

## WORKING CONDITIONS

<b>NONE:</b>	No hazardous or significantly unpleasant conditions. (Such as in a <u>typical</u> office.)
--------------	--

---

## MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

<b>REASONING ABILITY:</b>	Ability to apply common sense understanding to carry out <u>detailed</u> but uninvolved <u>instructions</u> and to deal with problems involving a few variables.
<b>MATHEMATICS ABILITY:</b>	Ability to perform very basic math skills including adding, subtracting, multiplying, and dividing two digit numbers; to perform the four basic arithmetic operations with money; to perform operations with units such as inch, foot, and yard; ounce and pound (or their metric counterparts).
<b>LANGUAGE ABILITY:</b>	<p>Ability to use passive vocabulary of 5,000-6,000 words; to read at a <u>slow</u> rate; define unfamiliar words in dictionaries for meaning, spelling, and pronunciation.</p> <p>Ability to write complex sentences, using proper punctuation, and use adjectives and adverbs.</p> <p>Ability to communicate in complex sentences; using normal word order with present and past tenses; using a good vocabulary.</p>

---

## INTENT AND FUNCTION OF JOB DESCRIPTIONS

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

*In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*

*Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.*