

Job Description



Job Title: Human Resources Administrative Assistant **Job Code:** 900700 **Job Family:** Administrative
Pay Grade: JC.13.13 **FLSA:** Non-Exempt **EEO:** Office-Clerical
Department/Agency: Countywide **Position Number(s):** Multiple
Recommended Position Title(s): Human Resources Administrative Assistant

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

Essential Duties:

- Provides administrative support for various recruitment efforts and processes; initiates job postings through the creation of templates using job descriptions and information from supervisors or through the use of existing templates and previous postings; assists applicants with the application process and answers related inquiries; sends authorization and release forms to applicants and monitors status of requested forms; performs reference checks and notifies Staff Development Manager of items requiring further review or evaluation; schedules and coordinates logistical details for interviews, meetings, and other activities; assists new employees in the completion of new hire paperwork; coordinates registration of new hires and other employees into new employee orientation and other employee training; scans and retains interview notes and other recruitment records.
- Performs record-keeping and completes routine transactions utilizing our Human Resources Information Systems (HRIS) to maintain employee data, HR metrics, and other data with a high level of attention to detail; creates and maintains spreadsheets, databases, and other documents to organize information; processes and distributes routine reports and queries utilizing various reporting tools.
- Provides support in the administration of various Human Resources processes and special projects, including routine clerical or administrative support to various staff, including the Staff Development Manager; may cross-train and work as a back-up to support other administrative functions, such as routine accounting support or customer service; completes tasks associated with various HR programs, such as compiling salary or other data in response to salary surveys; answers phones, refers calls, provides information in response to phone, email, and in-person inquiries related to a variety of topics including recruitment status, application process, and timesheets; assists employees and applicants with the completion of routine forms and documents; creates and modifies standard correspondence; conducts tasks associated with department payroll processing including maintenance of attendance and leave tracking records; completes and submits routine leave request documents; maintains paper and electronic files; copies, scans, prints, and collates documents.

Job Description

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

High School Diploma or equivalent and one year of administrative support experience is required.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

Associate's degree in Business Administration, Human Resources, or related field and administrative support experience in Human Resources, specifically support for recruitment processes and record keeping is preferred.

Education/Experience Substitutions:

- Yes No Experience may be substituted for degree.
- Yes No Education may be substituted for experience.

Physical, Environmental, and Special Working Conditions:

All County employees may be called upon to assist other departments in a declared emergency situation.