

Sevier County Job Description



Title: HR Assistant / HR Specialist / HR Generalist	Department: Human Resources
Grade: Assistant - 12 / Specialist - 15 / Generalist - 18	FLSA Status: Non-Exempt
Job Code: Assistant - 505 / Specialist - 506 / Generalist - 507	Effective Date: 01/12 (Last Revised 06/19)

GENERAL PURPOSE

Performs a variety of **complex clerical duties and administrative support** as needed to expedite the day-to-day maintenance and processing of time records, payroll and other related information. Assists with county-wide human resource programs and processes; assists to monitor compliance with established policies and procedures and provides general customer service duties as needed.

HR Assistant: Entry Level / **HR Specialist Assistant:** Working Level / **HR Generalist Assistant:** Full Performance Level

SUPERVISION RECEIVED

Works under the close to general supervision of the County Human Resource Director.

HR Assistant: Close / **HR Specialist Assistant:** Close to General / **HR Generalist Assistant:** General

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS:

HR Assistant or Basic Functions for all Levels

Human Resource Support:

- Provides operational support to the Human Resource Director;
- Creates and maintains human resource records;
- Assists the public and employees on a day-to-day basis;
- Interacts with and supplies information to job applicants, employees, department managers and the public or refers to appropriate departments and staff;
- Tracks worker eligibility to advance from probationary status to regular status and appries department managers of pending changes;
- Performs clerical duties such as searching files, filing, sorting and distributing facility mail, answering telephones, relaying messages, operates a computer, copy machine, paper shredder, 10-Key, scanner, etc.;
- Fills in data, makes postings to various records;
- Composes and types correspondence as directed;
- Maintains strict confidentiality related to sensitive administrative information;
- Works with Human Resource Director to develop, implement, and evaluate Human Resource related programs and activities for employees;
- Assigns employees online training courses and monitors their progress.

Payroll:

- Ensures accurate preparation, balancing and timely delivery of county-wide bi-weekly payroll;
- Contact various department supervisors for any missed times and administers any needed changes;
- Verifies employee work hours via online timekeeping system;
- Performs computer entries and operates computer programs to complete payroll process;
- Creates direct deposit file and initiates transfer of funds;
- Uploads payroll vouchers to online system;

HR Specialist Assistant *(in addition to the essential functions outlined for HR Assistant)*

Human Resource Support:

- Assists Human Resource Director in new employee orientations;
- Processes and tracks Workers Compensation claims and OSHA;
- Completes OSHA reports annually;
- Coordinates drug testing for the county's selection process and periodic or random drug testing as required assuring a "drug free workplace";
- Receives job applications and screens for completeness;
- Assists with reviewing applications to determine compliance with minimum qualifications;
- Provides notice to unsuccessful applicants;
- Maintains recruitment records and files.

Payroll:

- Assists in responses to employment questionnaires, surveys and verbal employment verifications;
- Assists in tracking employee leave such as FMLA, military, and leave without pay;
- Generates and submits reports to proper authorities.
- Reconciles and files state and federal withholding tax deposits;
- Files quarterly 941, state, and unemployment reports;
- Prepares and issues annual W-2's and W-3's.

Billings:

- Prepares payroll vendor payments and balances vendor bills with payroll reports to assure accuracy;
- Enters invoices and payroll withholding payments for uniform and weapon;
- Prepares payroll deduction changes for each payroll period;
- Provides statements, payoff notices, and account balances to for each employee monthly.

HR Generalist Assistant *(in addition to the essential functions outlined for HR Assistant and HR Specialist Assistant)*

- Assists Human Resource Director in implementation of salary analysis and maintaining the county salary systems;
- Orients employees to benefit programs, eligibility and participation requirement and assists employees in selection of enrollment in county provided benefits;
- Advises and assists employees and their families to resolve problems and/or questions relative to personnel policies and procedures, benefits and liability insurance;
- Initiates recruitment and posting of job openings and assists with the selection process and maintains recruitment files;
- Assists in preparing and completing various surveys and reports as required by state and federal agencies in monitoring employment practices and procedures (EEO/AAP);
- Assists HR Director to develop and implement training and incentive programs;
- Conducts training for various departments upon request.

MINIMUM QUALIFICATIONS

1. Education and Experience:

HR Assistant: Graduation from high school; plus one (1) year of specialized training in general office administration, payroll, bookkeeping, or operations directly related to above duties and two (2) years of experience performing above or related duties;

HR Specialist Assistant *(in addition to the education and experience for HR Assistant):* Three (3) years performing the above related functions at Sevier County or five (5) years of progressively responsible experience related to the management of human resources and payroll with one (1) of those years being performed with Sevier County.

HR Generalist Assistant *(in addition to the education and experience for HR Assistant and HR Special Assistant):* Eight (8) years performing the above related functions at Sevier County or twelve (12) years of progressively responsible experience related to the management of human resources and payroll with three (3) of those years being performed with Sevier County.

*An equivalent combination of education and experience may be considered for all levels.

2. Required knowledge and abilities:

Knowledge

HR Assistant: Some knowledge / **HR Specialist:** Working knowledge / **HR Generalist:** Considerable knowledge of the following:

- Current County rules and regulations relating to employment laws and regulations governing payroll processing;
- Basic public relations and telephone etiquette;
- General office practices and procedures, grammar, spelling, and punctuation, various numeric and alpha record systems;
- MS Office, Excel, Word, etc.;
- Interpersonal communication skills;
- Computer terminal operation and programs unique to payroll and document processing requirements.
- Bookkeeping and basic mathematics and accounting;
- Current State and Federal statutes relating to employment the legal environment related to human resource management theory, methods, and practices;
- Current State and Federal law relating to the methods and practices of processing payroll;
- Legal processes associated with the maintenance of public records and documents and GRAMA.

Abilities

All Levels, the ability to

- Communicate effectively verbally and in writing;
- Maintain files, records, and reports;
- Follow both written and verbal instructions;
- Coordinate multiple tasks efficiently and maintain quality work production while dealing with various deadline pressures;
- Exercise initiative, independent judgment, and to act resourcefully under varying conditions;
- Establish and maintain effective working relationship with employees, supervisors, elected officials, other departments and the general public;
- Perform complex mathematical computations and work quickly and accurately with numbers;
- Operate personal computer in utilizing various programs to produce or compose formal documents, reports and records;
- Maintain confidential information.

3. Special Qualifications:

- Good time management and excellent attention to detail;
- Operation of computer data entry equipment.
- Resident of Sevier County.

4. Work Environment:

- Work for sustained periods of time maintaining concentrated attention to detail;
- Incumbent of the position performs in a typical setting with appropriate climate controls;
- Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking;
- Tasks require a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing, and seeing.
- Occasional lifting generally not to exceed 25 pounds.
- Rapid work speed required to perform keyboard operations.
- Common eye, hand, finger, leg, and foot dexterity exist.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Current Title: _____ Date: _____
(Employee)

I have reviewed this job description with the employee: _____ Date: _____
(Supervisor Signature)