

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Human Resources Assistant</u>
Sch & Grade	<u>PAT-4</u>
Class Code	<u>FE65</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Administrative Support</u>

PRIMARY PURPOSE:

Performs a wide variety of clerical, office and administrative functions in conjunction with the general operation of a designated division of Human Resources.

SUPERVISION:

Under the general supervision of the assigned Human Resources Coordinator.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Coordinates activities for either the front desk operations of the Human Resources Department or the employee records management operations of the Employee Services Division of the Human Resources Department.
2. Responds to telephone and/or in-person inquiries from applicants, eligibles, city employees, officials, and the general public; dispenses information when applicable; maintains and updates employee personnel files and handles records retention requirements related to employee personnel files as assigned.
3. Coordinates work activities with other administrative support staff as assigned.
4. Performs inputting, coding, and retrieval of information such as automated applicant tracking system and/or payroll system. Generates and/or reviews appropriate reports such as applicant registers, eligible lists and performance appraisals due.
5. Coordinates necessary paperwork for employment and/or payroll and employee records processes such as processing Position Requisitions, certifying names of eligible candidates and generating and maintaining eligible lists, new employee file set-up, Personnel Action Forms, parks seasonal new employee records and forms distribution.
6. Receives, tracks, and files documents such as employment applications, personnel records, payroll change forms.
7. Reads, reviews and applies a variety of information including City ordinances, Merit Rules, policies and guidelines.
8. Prepares job postings for vacant positions and ensures that postings are completed in accordance with departmental policies; prepares and places advertisements of job openings with local and other area newspapers, professional journals, web sites, etc.; updates the City's Jobs Hotline regarding job vacancies as assigned.
9. Types a variety of letters, reports, forms, and employee listings; maintains records of personnel and employment activities and prepares reports such as employment verifications and court mandated inquiries and actions.
10. Handles routine administrative details for the division including overseeing of ordering office supplies, maintaining forms and other required materials, processing paperwork such as accounts payable forms, field purchase orders, and requisitions.
11. Meets with and provides service to applicants and employees for activities such as benefits enrollment, administering of tests and exams.
12. Assists team members with reference checking responsibilities depending on division assignment.
13. Administers or assists in the administration and grading of skills and written tests as assigned.
14. Screens or assists in screening and interviewing for grant, lower level clerical, and less skilled trades positions which involves identifying and selecting appropriate guidelines when determining the suitability of applicants for placement as assigned.
15. Performs a variety of office administration tasks such as copying, faxing, etc.

IMPORTANT FUNCTIONS:

1. Receives, sorts, and distributes incoming and outgoing mail, as necessary.
2. Sorts, cross-indexes, and files correspondence, reports, records and other materials according to alphabetical or other acceptable organization methods.
3. Maintains a neat and orderly work area.
4. Attends workshops and seminars for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Knowledge of modern office practices and procedures; computer software applications such as word processing, spreadsheet, database and e-mail; accurate grammar, spelling, punctuation and standard English usage; business correspondence formats, record keeping and filing methods; basic math calculations.

Abilities

Plan, organize, and schedule tests, meetings, and other employment and/or payroll activities; type accurately at the rate of approximately 40 wpm; utilize sound judgment; learn applicable laws relating to employment and/or payroll and benefits procedures; maintain a high degree of confidentiality for both written and verbal information; handle a large volume of paper flow efficiently and accurately; follow oral and written instructions and complete assignments without detailed directions; effectively operate an automated applicant-tracking, personnel, payroll or related system including inputting, coding, and retrieving information; follow oral and written instructions; communicate effectively both verbally and in writing; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; deal effectively and courteously with a large number of associates, outside agencies, applicants and members of the general public; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

At least two years of experience in general office work or completion of an Associate's degree in Administrative Office Systems or a related area. Previous experience in Human Resources including HRIS (Human Resources Information Systems) programs, database applications or computerized/automated records management experience is preferred.

Physical Requirements

Performs bending, sorting, kneeling, and reaching to both ground level and overhead; lifts and carries up to 30 pounds; pushes and pulls up to 30 pounds; holds and grips objects; possess ability to operate a computer keyboard and mouse; must be able to observe and move with applicants and/or employees when conducting certain tests.

Working Environment

Primarily indoors with heating and cooling regulated in a general office environment.

Licensing/Certification

None required.

Miscellaneous Requirements

None required.

Last Revision:	February 13, 2012	GENERAL ORDINANCE NO. 4712
Comments:	Updated Abilities	Date: June 9, 1997

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ Date: _____