



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: Human Resources Assistant I	Opening Date: September 13, 2018	Application Deadline: September 26, 2018	Job #: 18155
Department: Human Resources	Starting Salary: \$15.10 to \$16.10 Hourly	Location: Bastrop, Texas	Travel: N/A

INTERNAL/EXTERNAL JOB POSTING

Brief Job Description: Under the direct supervision of the Human Resources Director, this position performs various administrative tasks related to the human resources function. Work involves processing personnel actions including, but not limited to: answering department phones, maintaining County phone directory and organization chart, ordering supplies, maintaining personnel files and records, and assisting applicants and employees with various personnel related questions. This position is also responsible for tracking employee's time submission and leave accruals as well as being responsible for performing receptionist and general office duties.

Knowledge, Skills and Abilities: Must possess the knowledge, skills and abilities necessary to perform the operations, services and activities associated with the principles and practices of human resources processes and management, records-retention, customer service, and generally accepted office procedures and/or practices. Must be able to communicate clearly and concisely, both verbally and in writing; complete routine business correspondence; perform multiple tasks simultaneously in a timely manner; obtain, record, and disseminate accurate information from telephone conversations and personal contact; and maintain the confidentiality of information encountered in work activities at all times. Must be skilled in the proper use of English grammar, punctuation, and spelling, and in the use of standard office equipment including, a personal computer with word processing and data base software, calculator, copier, shredder and facsimile machines.

Minimum Qualifications: Prior experience performing general clerical work in an office setting, including customer service experience, and routine use of a personal computer with word processing and data base software.

Must possess a high school diploma or equivalent.

Preferred intermediate to advance computer experience in MS Office and Adobe Acrobat.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Job Application is required, and can be downloaded and completed on our website at: <http://www.co.bastrop.tx.us/page/co.jobs>. Applicants may email applications to apply@co.bastrop.tx.us. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>



BASTROP COUNTY, TEXAS
Job Description

Job Title: Human Resources Assistant I

Department: Human Resources

FSLA Status: Non-Exempt

Reports To: Human Resources Director

SUMMARY: Under the direct supervision of the Human Resources Director, this position performs various administrative tasks related to the human resources function. Work involves processing personnel actions including, but not limited to: answering department phones, maintaining County phone directory and organization chart, ordering supplies, maintaining personnel files and records, and assisting applicants and employees with various personnel related questions. This position is also responsible for performing receptionist and general office duties.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from the Bastrop County Human Resources Director.

Exercises no supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Primary person responsible for performing receptionist and general office duties including answering HR Department main line and greeting employees/visitors;
2. Monitors departmental time entry submission and employee leave accruals; provides technical support for INCODE Time Entry application; performs periodic audits of employee timesheet records and/or leave balances as needed;
3. Provides exceptional customer service to County employees & the public, both in person and by phone; including providing primary assistance with benefit and payroll inquiries;
4. Sorts and distributes paychecks and paystubs;
5. Reconciles monthly HR Department expenditures for travel, training, services, supplies, and equipment to ensure proper accounting for expenditures and funds availability;
6. Orders and stocks office supplies;
7. Maintains Employee Database, employee Driver's License records, County phone directory, and County organization chart;
8. Maintains filing as needed, including all other file room responsibilities;
9. Attends Commissioners' Court to award Years of Service Certificates;

10. Creates and distributes birthday cards to employees;
11. Maintains department bulletin boards and ensures all County locations and worksites have current required employment law posters;
12. Provides accurate information, reports, and assistance as required to Elected Officials, Department Heads, employees, and the public regarding payroll and benefits inquiries;
13. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;
14. Maintains confidentiality and security of all human resources information and systems; and
15. Performs related work or duties as assigned by supervisor.

OTHER FUNCTIONS: Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job.** **NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- General principles and practices of Human Resources processes and management;
- Personal Computer skills and software, including Microsoft Office;
- Professional Customer Service skills;
- Basic auditing and accounting fundamentals;
- Proper English usage, spelling, grammar and punctuation;
- Standard office policies, procedures, and equipment;
- Bastrop County policies and procedures.

Ability to:

- Perform multiple tasks simultaneously in a timely manner;
- Record, and disseminate accurate information from telephone conversations and personal contact;
- Communicate clearly and concisely, both verbally and in writing;
- Understand and follow verbal and written instructions;
- Complete routine business correspondence;
- Properly interpret, understand and make decisions in accordance with laws, regulations and policies;
- Conduct business with the public in a professional, courteous manner;
- Function independently, exercise good judgment, manage multiple projects, and meet deadlines;
- Establish and maintain effective working relationships with those contacted in the course of the job;
- Demonstrate personal communication skills including effective telephone skills and public speaking;
- Operate equipment required to perform essential job functions;
- Work independently in the absence of supervision;
- Work in a safety-conscious environment and to follow and promote good safety practices;
- Handle exposure to potentially hostile individuals;
- Maintain confidentiality of information encountered in work activities at all times.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others;

Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 25 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, &/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

Handling stressful situations;

Interpreting federal laws and regulations;

Effective interaction and communication with others;

Prepare clear and concise reports;

Making sound decisions in a manner consistent with the essential job functions.

EXPERIENCE, EDUCATION, and LICENSING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Previous experience performing general clerical work in an office setting, including customer service experience; or an equivalent combination of education, training and experience.

Education:

High School diploma or equivalent.

Licensing:

Possession of a valid driver's license.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

***** This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.