



**POSITION:** HUMAN RESOURCES ASSISTANT  
**DIVISION:** ADMINISTRATION  
**REPORT TO:** HUMAN RESOURCES DIRECTOR  
**SALARY RANGE:** \$16.00-\$17.50 /HOURLY (DOE)

(EXEMPT)

**SUMMARY:** The primary duties of the Human Resource Administrative Assistant is to provide support to the Human Resource Department which includes but not limited to, compensation, benefits and recruitment.

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### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provide general administrative and clerical support including mailing, filing, scanning and faxing
- Perform initial telephone screens of candidates as determined by HR Director
- Assist with reconciliation of outstanding invoices with A/R
- Upload invoices to shared drive in folders
- Conduct reference checks, background check and criminal background check on potential employees
- Organize and maintain Human Resources personnel records
- Track record new hires, transfers, terminations and changes in job classifications
- Organize, maintain and monitor accident activities and records
- Ensure employees are in compliance with Department of Transportation (DOT) standard
- Organize, maintain and monitor employee drug and alcohol file
- Orients new employees by providing orientation information packets; reviewing company policies, explaining and obtaining signatures for benefit programs
- Open, sort and distribute incoming correspondence
- Serve as an information source for employee questions related to hiring, open positions and benefits
- Perform data entries and create spreadsheets
- Prepare and modify documents including correspondence, reports, drafts, memos and emails
- Schedule and coordinate meetings, appointments and interviews
- Ensure accuracy in payment of insurance premiums by reviewing policy members
- Assist with hiring events (virtual, on and off-site)
- Create and prepare event material in a timely manner (to be completed 3 days prior to event)
- Create and post job openings internally and externally
- Maintain confidentiality of pertinent information to assure personnel rights are protected at all times

## **MINIMUM JOB QUALIFICATIONS**

- High School Diploma or Equivalent
- Bachelor Degree preferred, but not required
- 2-3 years' experience as an HR Assistant, Generalist or Recruiter
- Must be detailed oriented
- 1-3 years' experience using an ATS or HCMS
- 2-3 years' experience sourcing and screening candidates
- Experience in MS Office Suite (Word, PowerPoint, Excel, Outlook)
- Must be able maintain professional conduct
- Must have good customer service and interpersonal skills
- Ability to make good judgment with discretion
- Must be able to work independently
- Ability to follow directions and policies established by the agency