



**Secretary  
Human Resources  
Job Description**

**JOB INFORMATION**

<i>Job Title:</i>	Secretary, Department of Human Resources
<i>Version Date:</i>	5/21/14
<i>Category:</i>	Clerical
<i>Department:</i>	Human Resources Department
<i>Work Year:</i>	208 Day, 12 Month
<i>FLSA Classification:</i>	Non-Exempt

**JOB SUMMARY**

The main objective for this position is to assist with data entry, facilitate the hiring process, budgeting and maintaining departmental files (i.e. employee files, horizontal movement)

<i>Essential Function</i>	<i>% TIME</i>
Data entry	25%
Hiring process, to include BOE approval, application, and interview processes.	30%
Maintain departmental reports and files.	20%
Employee receives, processes, and maintains applications for new employees.	2%
Organize and schedule training for new employees.	2%
Order and maintain materials for use in Human Resource office.	2%
Notify employees concerning license renews or expiration date.	2%
Type correspondence reports and notice requested from Human Resource Department.	1%
Coordinate pay amounts with Payroll Department.	2%
Communicate with patrons and staff.	8%
Perform other duties as assigned by the Human Resource Director.	1%

**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.*

**Education**

Required	A high school diploma or equivalent is required and the ability to work with diverse people.		
Preferred	Associates or Bachelor's Degree		

**Work Experience**

Required	The employee is required to have more than one year, and up to and including three years of experience in an office setting.		
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## Skills, Knowledge, Equipment & Other

Required	There are no special licenses, registrations, or certifications required for this position, but the employee must complete the secretarial test through WorkForce.		
Required	Employee must have good communication skills, strong organizational skills, strong customer service relations, ability to perform multiple tasks at one time with many interruptions, exceptional computer/keyboarding skills, ability to prioritize tasks, ability to deal with individuals, and have the ability to work independently. Operating knowledge of and experience with computers, basic computer software, basic office equipment.		

## PHYSICAL DEMANDS/WORKING CONDITIONS

### Physical Demands

<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Carrying			X			
Climbing Stairs			X			
Crouching			X			
Grasping			X			
Grip			X			
Handling		X				
Kneeling		X				
Reaching (Abduction)			X			
Reaching (Adduction)			X			
Lifting (Above Shoulder)			X			
Pinch		X				
Pulling (Horizontal)			X			
Pulling (Vertical)			X			
Pushing (Horizontal)			X			
Pushing (Vertical)			X			
Lifting (up to 10 pounds)				X		
Lifting (up to 25 pounds)				X		
Reaching (Forward)				X		
Vision (Far)			X			
Reaching (Waist to Shoulder)				X		
Reaching (Above Shoulder)		X				
Reading				X		
Repetitive Motions			X			
Sitting		X				
Standing				X		
Wrist Deviation (Wrist Extension)			X			
Reaching (Floor to Waist)			X			
Vision (Near)				X		
Walking				X		
Wrist Deviation (Pronation)			X			
Wrist Deviation (Radial Deviation)			X			
Wrist Deviation (Supination)			X			
Wrist Deviation (Ulnar Deviation)			X			
Stooping		X				
Wrist Deviation (Wrist Flexion)			X			

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

## Working Environment

<i>Working Condition</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Extreme cold			X		
Extreme heat			X		
Humidity		X			
Wet		X			
Noise			X		
Hazards			X		
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			
Other		X			

## Valid Driver's License Required

<i>Yes/No</i>	<i>Reason for Drivers License</i>
No	

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## Functional Competencies

<i>Competency</i>	<i>Level</i>	<i>Competency Description</i>
Analytical Thinking	1. Entry	Uses basic logic and common sense to arrive at solutions.
Communication Skills	1. Entry	Able to communicate well in straight-forward situations.
Company Knowledge	1. Entry	Understands his/her own job and how the role interacts with his/her team.
Functional Knowledge	1. Entry	Knowledgable about his/her specific job.
Influence	1. Entry	Gains support for ideas within the team.
Job Impact	1. Entry	Immediate work team.
Leadership Skills	1. Entry	Does not manage employees, but may mentor and/or train subordinates.

## SCOPE

### Freedom To Act

Work is closely managed and reviewed for accuracy and adequacy. Follows specific, outlined, and detailed directions.

### Problem Complexity and Problem Solving Timeframes

Provides resolution to problems that are readily identifiable with limited scope and are resolved in accordance with standard practices, procedures, applications or routines. Problem/Task resolution timeframe: The majority of tasks typically take one to two days to resolve.

### Impact

Failure to achieve results or erroneous judgments may require the allocation of additional resources to correct and / or achieve goals.

### Contact with Others

Contacts are primarily with direct supervisor and others in group or department to give and receive information.

