



Cow Creek Government Office

Position Description

Position Title: Human Resource Assistant

Department: Human Resources

Reports To: Human Resources Manager

FLSA Designation: Non-exempt

Date Written/Revised: 7-22-16

Pay Grade: 6

POSITION PURPOSE:

Provide administrative support to the Human Resources Department in multiple HR disciplines. This will include support on various projects such as scheduling appointments, creating and updating spreadsheets, filing, assist employees with paperwork and processes and providing general administrative support as requested.

ESSENTIAL FUNCTIONS:

- Assist employees with questions or requests.
- Provides information to the guests regarding procedures related to human resources matters.
- Contacts appropriate source as needed to find answers to questions from employees and supervisors.
- Prepare documents and reports, complete filing and HRIS data entry, and ensure accuracy of information.
- Explains Human Resources Policies.
- Compile meeting notes and minutes to various types of meetings.
- Provide effective telephone support responding to calls in a timely, courteous manner and providing accurate, legible and complete messages via electronic mail.
- Manage all HR filing systems and archival processes, maintaining consistency, accuracy and timeliness.
- Perform general office support, which includes making copies, maintaining calendar for meetings/trainings, completing check requests, processing mail, and ordering office supplies.
- Provides information regarding employee status and occupation as requested and in compliance with confidentiality standards.
- Knowledgeable of current Fair Labor Standards Act, COBRA, and federal and state reporting and record-keeping requirements concerning compensation, health and safety.
- Manually files, reviews, updates, and purges individual employee personnel folders. Responsible for the security of the employee folders at all times.
- Processes, distributes, and files performance evaluations and position descriptions.

- Maintain confidentiality with verbal, written and electronic information. Limit access to information on a job-related, need-to-know basis.

QUALIFICATIONS:

- Associate's Degree in Business Administration, Human Resources or related field preferred. High School Diploma or GED required.
- 3 years' experience in a Human Resources Department required.
- Intermediate knowledge of current Fair Labor Standards Act, federal and state reporting and record-keeping requirements as it pertains for Human Resources required.
- Proven competency in written and verbal communication skills required.
- Advanced skills in MS Word, Excel, Outlook, SharePoint, Publisher and PowerPoint required as well as experience using HRIS.
- Understand, interpret, and apply general administrative, departmental and internal policies and procedures.
- Intermediate to advanced level of office machine experience.
- Must be 21 years of age or older.
- Current and valid Oregon Drivers License with the ability to qualify for the Cow Creek Drivers Program.
- Maintain a neat, clean, and well-groomed appearance at all times (specific standards available).

