

**HIDALGO COUNTY
ROAD & BRIDGE
PAVED/UNPAVED**

Job Title: Assistant Human Resources Coordinator FLSA Status: Non-Exempt

Department: 2121 Civil Service Status: Non-Exempt

JOB SUMMARY:

To provide administrative and technical human resources assistance to human resources coordinator.

ESSENTIAL FUNCTIONS:

1. Performs diversified duties in the processing and monitoring of the employee benefits program, and maintains all employee personnel files. Assists in various personnel tasks, under the direction of the Human Resources Coordinator.
2. Sets up files on all new personnel. Records changes on all employee status as necessary (e.g., change of address, rate increase, terminations, etc.) and verifies payroll changes with computer printout.
3. Performs clerical functions, types letters and memos.
4. Provides human resources department orientation on company policies and programs; signs up new employees for various programs. Introduces new employee to supervisor.

ADDITIONAL RESPONSIBILITIES:

1. May sub for the employment interviewer during vacations or absence or during heavy hiring periods.
2. Performs other similar or related duties as requested or assigned.
3. Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

JOB QUALIFICATIONS:

High School Graduation, or equivalent, with at least two years' business experience of a clerical nature.

PHYSICAL DEMANDS:

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.

CERTIFICATES, LICENSES AND REGISTRATIONS:

Must possess a valid Texas Driver's License;
Must be able to be insured by the County's insurance carrier.