



CERTIFIED

OCT 22 2024

By Webb County
Civil Service Commission

Human Resources Assistant
Human Resources

HR/12
Pay Grade: 14

JOB SUMMARY

This position is responsible for providing general clerical and administrative support for the County's human resources functions.

MAJOR DUTIES

- Provides support for the Civil Service Commission, hearing when needed; coordinates meeting schedule; processes employee appeals; sends hearing notices; prepares meeting binders.
- Conducts salary surveys when needed.
- Responsible for ordering supplies as needed.
- Processes purchase orders and requests for payment.
- Receives and processes invoices for payment.
- Assists with the County's retiree incentive program, when available.
- Assists in potential special projects, when needed.
- Assists with the coordination and scheduling of county-wide training.
- Creates and issues employee ID cards.
- Receives online employment applications and assists with screening online applications as needed.
- Reviews new hire documentation and processes accordingly.
- Answers telephone and greets visitors; provides information and assistance; refers to appropriate personnel.
- Assists in setting up for new employee orientations.
- Attends job fairs and coordinates information that will be provided to the public.
- Makes copies of documents as needed.
- Coordinate typing test.

- Assists in addressing envelopes or packages.
- Answers basic, routine questions pertaining to personnel policies, recruitment procedures, and Civil Service.
- Assists in training.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the principles and practices of public sector human resources management.
- Knowledge of employment laws, regulations, guidelines, policies, and practices.
- Knowledge of County and departmental policies and procedures.
- Knowledge of modern office practices and procedures.
- Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.
- Knowledge of computers and job-related software programs.
- Knowledge of employee confidentiality requirements.
- Skill in prioritizing and organizing work.
- Skill in oral and written communication.
- Ability to communicate orally and in writing in the English language and orally in the Spanish language.

SUPERVISORY CONTROLS

The Human Resources Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include county and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related clerical duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide clerical support for the County's human resources functions. Successful performance helps ensure the efficiency and effectiveness of those functions.

CONTACTS

- Contacts are typically with co-workers, other county employees, job applicants, and the general public.
- Contacts are typically to give or exchange information, resolve inquiries, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while bending, crouching, or stooping. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Must have a high school diploma or GED from an accredited institution.
- Must have two (2) years of work experience in human resources or related field.

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR), and criminal background checks are required.
- This position *is covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

ACKNOWLEDGEMENT

The undersigned have read, discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date