

Position: Human Resources Assistant  
Department: Human Resources  
Supervisor: Human Resources Director  
Supervises: No One  
FLSA Status: Non-Exempt

### **Position Summary:**

To act as clerical support to the Nation's Human Resources Program administering the functions of the Department, i.e. employee benefits, maintaining records, and preparing various reports as directed.

### **Duties and Responsibilities:**

- Performs general clerical duties of the department including the following: Maintains up-to-date employment records for all SFN employees; Schedules physical exams and drug tests for personnel according to specific programmatic requirements; physicals, background checks, and drug tests are completed and paperwork is completed prior to day of appointment.
- Provides support and assistance with the recruitment and hiring functions of the Department. Maintains records of job opening and application received in accordance with established procedures. Posts job openings internally and places outside job notices with newspaper as directed. Prepares, processes, verifies all paperwork pertaining to employee transfers, change in job classifications, and merit increases, etc.
- Composes and types correspondence on a routine basis. Notifies supervisors of scheduled performance reviews and processes reports for personnel files. Makes distribution of explanation of benefits related to health insurance. Notifies payroll of changes in deduction, and provides information related to employee benefit package. Provides orientations to employees.
- Receives and distributes incoming and outgoing mail for the Department. Maintains an effective and efficient records management program for the Department, which includes documenting records disposition actions, records inventory, etc. Assists in maintaining any automated data bases for the Department.
- Assists in maintaining a comprehensive safety program by the following: prepares illness and injury reports for internal use, workers comp, and OSHA, and other required records. Follows up on Medical treatment for workers' comp cases and the status of employees regarding return to work as directed.
- Maintains official files for all medical staff for accreditation purposes. Routinely purges files to ensure all licenses are properly updated. Notifies medical providers either in writing or verbally prior to license expiration date.
- Other duties as assigned.

### **Knowledge, Skills, and Abilities:**

- Competency in office skills, including proficiency with office equipment such as computer, calculator, copier, and FAX machine.
- Ability to exercise sound judgment. Possess ability to plan, be well organized, and have excellent

oral and written communication skills.

- Ability to work well under pressure, takes initiative, and be flexible and cooperative.
- Ability and skills to be accurate, timely, and respect confidentiality concerning employee information and records.

**Education and Experience**

- High School graduate or completion of equivalency program.
- A minimum of three (3) years of experience in an office setting, preferably with at least a year in a personnel or payroll department.

**Physical Demands**

- Majority of work is performed indoors
- Regularly required to sit, talk, or hear; stand and walk.
- Frequently required to use hands to touch/handle equipment, or reach with hands and arms.
- Occasionally required to stand and walk.
- Occasionally lift and/or move up to 40 pounds.

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Employee's Signature

Date

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Supervisor's Signature

Date