# New City Logo.JPGCity of La Vergne Job Description

Position Title: Human Resources Assistant

Department: Human Resources

FLSA Status: Non-Exempt/ Hourly

Salary Grade/Range: Grade F $17.01 - $19.71 Last Reviewed 11/2/20

 9/15/15

Job Summary

Performs a variety of responsible duties associated with departmental operations. Assists with all department activities and performs intermediate skilled clerical and responsible administrative work, while maintaining employee records and files and providing clerical support to internal and external customers. The position reports to the Director of Human Resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Answers the telephone and assists employees and public with questions and general inquiries and/or directs them to the appropriate person within the department

Assists with new employee recruitment; Performs a variety of tasks related to internal and external job postings; schedules new employee orientation and interviews accordingly

Assists new employees with pre-employment screenings and new hire/onboarding paperwork

Prepares new employee files; Verifies I-9 documentation and completes forms to be filed with State/Federal agencies

Facilitates background check documentation processing, completes employee and applicant reference verifications as needed

Maintains various files and records; maintains HR database

Scans employee records, processes photocopies, faxes documents and performs other clerical functions

Facilitates Public Records requests of employee files as needed with the assistance of HR Director

Assists with general benefits inquiries or requests to include; open enrollment, FMLA and other leave types, new hire & retirement enrollment forms and termed employee file processing; contacts vendors or other benefits agencies accordingly and as applicable

Facilitates city/employee courtesies and acknowledgements

Processes department mail and all other correspondence; processes invoices

Responsible for supply ordering and special events coordination

Assists with Human Resources related reports and report/data gathering for city wide cross departmental support and distribution purposes

Assists Human Resources Director with various research projects and/or special projects

Assists with local schools and other City employment /volunteer related service programming

Operates standard office and Human Resources data entry equipment

Serves as back-up support to the Human Resources Receptionist position/function on a daily basis and during Human Resources Receptionist absence

Performs other related tasks and duties as assigned

MINIMUM QUALIFICATIONS

**Education and Experience**:

H.S. Diploma or GED equivalent combined with Administrative Services and Human Resources related higher education training. Minimum of four (4) years of progressively responsible direct work related experience in Human Resources or Personnel Services is required. Associates Degree and/or Human Resources Certification (PHR, IPMA-CS or CP) is strongly preferred.

**Necessary Knowledge, Skills and Abilities**:

Comprehensive knowledge of standard office practices, procedures, equipment and administrative assistant techniques; thorough knowledge of business English, spelling and arithmetic; ability to keep office records effectively and prepare accurate reports from file sources; ability to multi-task while organizing and executing work independently; good organizational skills.

Experience using computers and related equipment /software packages. Skill in operating listed tools and equipment; to include word processing, database and spreadsheet programs; calculator, telephone, copy machine and fax machine. Must possess proficient typing and word processing skills; ability to create spreadsheets and other employment related reports.

Requires knowledge of Microsoft Office products

Ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with applicants, employees, officials and the general public; ability to maintain confidential and sensitive information; ability to understand and follow instructions; ability to deal with public and employee relations problems courteously and tactfully.

PHYSICAL DEMANDS

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally with a reasonable amount of force to frequently and/or constantly move objects; work requires climbing, stooping, reaching ,fingering, grasping and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work and observing general surroundings and activities.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT

The position is not subject to adverse environmental conditions. The noise level in the work environment is usually moderately quiet.

Job Description Acknowledgement:

I acknowledge that I have read the foregoing and understand its content.

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Signature Date

**THE CITY OF LA VERGNE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, SEX, COLOR, RELIGION, NATIONAL ORIGIN, AGE, DISABILITY, OR VETERAN STATUS IN EMPLOYMENT OPPORTUNITIES.**