

**JURUPA COMMUNITY SERVICES DISTRICT
HUMAN RESOURCE ASSISTANT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under the supervision of the Human Resource Manager, provides varied and often confidential administrative support of day-to day Human Resources operations; performs related work as assigned

CLASS CHARACTERISTICS

This class provides support principally in the areas of payroll and recordkeeping to include responsible and highly confidential clerical support duties requiring the use of discretion, initiative and independent judgment.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Performs secretarial, clerical, and routine administrative work for the Human Resource Department involving the use of independent judgment. (All)

Assists in the weekly payroll process. (a b c f g h i j l)

Schedules meetings and interviews as requested by the HR Manager. (a b e f g h m)

Assists in typing drafts and a wide variety of finished documents, which may include confidential materials from notes, brief instructions, prior drafts. (a b d f g h i j k l m)

Maintains records management systems, various payroll and administrative files. (a b f g h k m)

Maintains an appointment calendar; makes travel and conference arrangements; schedules and arranges meeting by reserving rooms and equipment, issuing notices and assembling materials. (a c e f g h j m)

Organizes own work, maintains critical deadlines and coordinates activities within the HR Department and those of other District units to assure completion of the work. (All)

Maintains and orders supplies for designated office equipment. Maintains and orders HR supplies needed for daily use and maintenance of the HR Department. (a b c e f g h j o)

REQUISITE ABILITIES

- a. Communicate clearly and concisely, both orally and in writing.
- b. Keep accurate records.
- c. Analyze situations carefully and adopt effective courses of action.
- d. Compose correspondence independently
- e. Communicate effectively with a variety of personnel and establish/maintain effective working relationships.
- f. Interpret and apply rules, regulations, legislation and policies.
- g. Understand and follow verbal and written directions.
- h. Work independently.
- i. Type accurately at an acceptable rate of speed.
- j. Operate a computer and use a variety of computer software.
- k. Compile and maintain complex records and files.
- l. Edit documents for correct English grammar, punctuation, and spelling.
- m. Helps maintains highly confidential records and information.
- n. Apply modern office practices and use office equipment.
- o. Meet the physical requirements established by the District.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include equivalent to graduation from high school and three years of responsible secretarial, clerical and one year of Human Resource experience preferred.

Knowledge and Skill Levels

Considerable knowledge of standard office administrative, clerical practices and procedures, including business letter writing and the operation of standard office equipment; record keeping, report preparation and filing methods; correct English usage, including spelling, grammar, punctuation and vocabulary; data entry and development of spreadsheets; research methods; statistical analysis.

Physical Requirements

Employees must meet the following requirements, which are necessary to successfully perform the essential functions of this class:

Communicate orally and by telephone with management, co-workers, and the public in face-to-face, one-to-one, and group settings; use office equipment such as computer terminals, copiers, and FAX machines; sit for extended periods of time; have hearing and vision within normal ranges; carry, push, reach and lift up to 10 pounds; occasionally stoop, kneel and crouch; sufficient manual dexterity to operate office equipment.

Special Requirements

Possession of a Class C California driver's license and a satisfactory driving record.

FLSA / NON-EXEMPT

Range: 25

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