



## HUMAN RESOURCES ASSISTANT

**Department:** Human Resources  
**Job Class #:** 156500  
**Pay Range:** General 15

**FLSA:** Non-Exempt  
**Represented:** No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

### **GENERAL FUNCTION:**

This is paraprofessional work in the field of human resources management. Incumbents in this classification perform a variety of administrative and technical duties in one or more areas of human resources administration. Duties involve performing a wide variety of office support functions and assisting with recruitment processes, classification and compensation studies, absence tracking and compliance, and employee relations activities.

**SERIES CONCEPT:** This classification is an entry level classification into professional human resources administrative work. This classification is distinguished from the Human Resources Specialist in that the Human Resources Specialist exercises a greater degree of independence and responsibility. The Human Resource Assistant provides assistance in a variety of Human Resource areas and the Human Resources Specialist is responsible for specific Human Resource functions.

### **ESSENTIAL FUNCTIONS:**

- Respond to inquiries and provide information about human resources guidelines, policies, regulations or procedures.
- Assist human resource staff in conducting and administering a variety of human resource functions such as recruitment and selection processes; wage and compensation surveys; leave administration; training; and employee relations activities.
- Assist with research projects; prepare written reports and statistical data.
- Conduct surveys of other employers' practices.
- Take notes during investigatory and other confidential meetings.
- Process personnel transactions, input information into various computerized systems.
- Monitor and audit various reports.
- Process accounts payable and receivable transactions.
- Assist with expense claims and purchasing and create requisitions and purchase orders.
- Develop and implement internal office procedures; recommend changes in procedures or guidelines to facilitate effectiveness.
- Establish and maintain effective working relationships with County officials, employees and the general public.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.
- Move and transport up to 20 lbs. from one location to another.

**HUMAN RESOURCES ASSISTANT**  
**Classification Description – Pierce County**  
**Page 2**

**OTHER JOB FUNCTIONS:**

- May serve as administrative support during collective bargaining meetings.
- Perform other job functions as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** Work is performed under an administrative supervisor with the employee expected to plan work independently after objectives, priorities and deadlines have been defined. Discretion and judgment are used in selecting and applying the most appropriate guidelines, references and procedures. Guidelines are available in clearly defined policies, procedures, instructions and performance standards. This position does not supervise other employees, but may provide direction to and/or train others.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work is performed in an office environment with exposure to general office noise and frequent interruptions. Occasional travel is required to attend meetings at other county sites and locations, or participate in work-related assignments.

**PHYSICAL REQUIREMENTS:** Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Moving throughout an office environment, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting up to 20 lbs. associated with the job duties is required. Driving to meetings may be required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

- County policies and procedures, collective bargaining agreements and contracts, and other relevant laws, regulations, policies, and procedures.
- Office methods, procedures and equipment.
- Various software applications used in the department.
- County's financial system.

**Skill in:**

- Customer service, including handling sensitive and difficult issues with tact and patience.
- Attention to detail and accuracy.
- Time management, organizational, and problem-solving.
- Handling multiple competing priorities within tight timelines.
- Working with a variety of individuals from diverse backgrounds.
- Analytical thinking and conflict-resolution.

**Ability to:**

- Establish and maintain effective work relationships with elected officials, department heads, associates, and with the general public.
- Keep and maintain accurate and detailed records.
- Take detailed minutes and/or notes.
- Audit and monitor reports.
- Work with minimal supervision and as a team player.
- Maintain confidentiality.
- Work with constant interruptions and frequently changing priorities.
- Understand and follow written and verbal instructions.

**HUMAN RESOURCES ASSISTANT**  
**Classification Description – Pierce County**  
**Page 3**

- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

**MINIMUM REQUIREMENTS TO APPLY:** Three years of general office experience to include at least 1 year of human resource related experience required. A bachelor degree in Human Resources is preferred. Additional education or related experience may substitute for the recruiting requirements.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** Must possess a valid Washington State Driver's license, or the ability to obtain the license within 30 days of employment, or otherwise meet the travel requirements of the position. Successful completion of all required background investigations is required prior to employment.