

HUMAN RESOURCES SECRETARY

GENERAL STATEMENT OF DUTIES: Performs highly responsible and difficult secretarial, payroll and benefit tasks which are confidential in nature; work requires a high degree of judgment and accuracy; works under the general supervision of the Human Resources Director but may receive direction from other Human Resources staff; performs related duties as required.

STATEMENT OF TASKS:

Assists the public, retirees and employees, directing them to the appropriate resources;
Provides administrative support to the benefits, employment and training functions as well as to the Director;
Manages the ID/Access card system;
Processes multi-million dollar A/P ensuring timely and accurate payment and record keeping;
Responsible for accurate and timely revisions to contracts;
Assembles materials for orientations and trainings;
Utilizes computers, related software and other equipment extensively to complete required tasks;
Schedules meetings including grievance hearings, special conferences, etc.;
Prepares correspondence and various other documents of a confidential nature;
Designs, implements, and monitors office methods and procedures;
Prepares and maintains paper and electronic files;
Establishes and maintains sometimes-complex cross-reference files and establishes file categories;
Prepares and files legal documents with governmental agencies and tribunals;
Searches files and a variety of other source material to serve as background for reports;
Maintains personnel records, benefit files, grievance files, etc;
Prepares requisitions, vouchers and other forms as needed;
Processes the mail daily;

The class specification above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of office terminology, procedures and equipment and of business English;
Extensive knowledge of Microsoft Office, including especially Word and Excel;
Knowledge of business mathematics;
Ability to learn County employment payroll policies as it affects recordkeeping;
Ability to understand and follow complex oral and written directions;
Ability to maintain complex records and prepare reports from those records;
Ability to make decisions in accordance with established policies;

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (continued):

Ability to maintain a high level of confidentiality;
Ability to maintain professionalism while working under pressure and meet deadlines;
Ability to maintain good interpersonal relationships with elected officials, department heads, union officials, employees and department staff.

MINIMUM QUALIFICATIONS

Five (5) years of administrative-level secretarial work with one (1) year being in a public sector setting or one year experience in benefits.

-OR-

Seven (7) years of highly responsible clerical experience.

SPECIAL REQUIREMENTS

Excellent customer service and problem solving skills a must.
Excellent Excel skills a must.



Human Resources Director

Date Implemented: 5/25/90

Revised: 07/10/09

Revised: 04/23/2013

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