

TITLE: Human Resources Assistant
DEPARTMENT: Human Resources
SUPERVISED BY: Human Resources Director
FULL TIME/PART TIME: Part Time
FLSA STATUS: Non-Exempt
APPROVED/REVISED: December 19, 2023

I. Position Summary:

This part-time position provides administrative assistance in all areas of the Human Resources Department, including but not limited to clerical, secretarial, office management functions, and project-based work that effectively organizes, coordinates, and assists the Human Resources Department in implementing functions, procedures, and responsibilities.

II. Essential Duties and Responsibilities:

The essential job duties for this position include, but are not limited to the following:

- A. Serves as the Human Resources Assistant for the Human Resources Department.
- B. Handles confidential matters daily relating to all functions of the Human Resources Department and maintains confidentiality of such information.
- C. Answers and directs telephone calls.
- D. Receives and distributes office mail.
- E. Schedules and organizes appointments.
- F. Performs data entry, filing, and other administrative tasks related to Kendall County's risk management and compliance services such as workers compensation, property insurance, auto insurance, and liability insurance.
- G. Prepares, revises, organizes, and files confidential records, documents, and correspondence regarding or relating to the Human Resources Department.
- H. Assists with employee engagement and retention efforts.
- I. Receives and administers accounts payable and accounts receivable for the Human Resources Department.
- J. Assists with various administrative tasks for the Human Resources & Insurance Committee including, but not limited to the following tasks:
 1. Attends Human Resources & Insurance Committee meetings, as assigned, both during and after regular business hours.
 2. Develops, prepares, and posts agendas and packets for Human Resources & Insurance Committee meetings, as required by the Illinois Open Meetings Act.
 3. Takes and prepares minutes for Human Resources & Insurance committee meetings.
 4. Compiles, distributes, and maintains all other necessary paperwork regarding or relating to the Human Resources & Insurance Committee meetings.
- K. Performs inventory of office supplies within the department and assists the Director with purchasing functions.
- L. Assists with Freedom of Information Act requests for the Human Resources Department.

Kendall County Job Description

- M. Performs record retention and destruction tasks in compliance with the Illinois Local Records Act.
- N. Must be able to work on-site to perform the assigned essential job functions.
- O. Travels to and/or attends meetings, conferences, and trainings/seminars, as assigned, both during and after regular business hours.
- P. Maintains positive and professional working relationships with Kendall County's elected officials, department heads, employees, other government agencies, unions, and other third parties.
- Q. Complies with all applicable laws, regulations, union contracts, and County policies and procedures regarding or relating to assigned job duties.
- R. Maintains regular attendance and punctuality.
- S. Performs other duties as assigned.

III. **Qualifications:**

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. Language Skills:

1. Ability to research, read, and interpret documents and simple instructions.
2. Ability to prepare documents, reports, marketing materials, and correspondence.
3. Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials in both a one-on-one setting and group settings.
4. Requires proficient knowledge of the English language, spelling and grammar and ability to alphabetize.

B. Mathematical Skills:

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
3. Ability to assist with preparation and analysis of statistical data/reports.

C. Reasoning Ability:

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
2. Ability to deal with problems involving several concrete variables in standardized situations.

D. Certificates, Licenses, and Registrations:

1. Current and valid driver's license.

E. Other Skills, Knowledge, and Abilities:

1. Strong organization and multi-tasking skills.
2. Excellent prioritization skills and the ability to meet deadlines.
3. The ability to display a positive, cooperative, professional and team orientated attitude.

Kendall County Job Description

4. The ability to listen, understand information and ideas, and work effectively with Kendall County personnel, department heads, and elected officials.
5. The ability to follow guidance and work independently until project completion.
6. Must be proficient in the use of computers and in Microsoft Outlook, Excel, Word, Teams, and PowerPoint.
7. Prepare and use audio/visual equipment for presentations.
8. Knowledge of office practices, principles of modern record keeping, and maintaining filing systems.
9. May require skill in the use of Dictaphones and transcribing equipment.
10. Requires skills in operating a personal computer, facsimile machine, copier, and other office equipment.

F. Education and Experience:

1. A minimum of a high school diploma or general education degree (GED) is required.
2. A minimum of two (2) years' prior work experience in a Human Resources role or administrative assistant role is preferred.

IV. Physical Demands:

While performing the duties of this job, the employee must be able to:

- A. Frequently sit for long periods of time at a desk or in meetings.
- B. Occasionally walk to other offices in the Kendall County Office Building and other nearby Kendall County buildings (e.g. Historic Courthouse).
- C. Frequently work with computers and look at computer screen and other electronic devices.
- D. Occasionally lift and/or move up to 40 pounds.
- E. Frequently lift and/or move up to 10 pounds.
- F. Use hands to finger, handle, feel, grip, and type.
- G. Reach, push, and pull with hands and arms.
- H. Talk and hear in person and via use of telephone.
- I. Specific vision abilities include close and distance vision, as well as depth perception and the ability to look at computer screen for long periods of time.
- J. Travel independently to other Kendall County properties to perform assigned job duties.

V. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employees is subject to the following working conditions:

- A. Mostly inside environmental conditions, except when outside traveling between various buildings/locations in Kendall County to perform assigned duties.
- B. The noise level in the work environment is usually quiet to moderately quiet.
- C. Employee may be exposed to stressful situations while working with staff, law enforcement, department heads, elected officials, vendors, and the public.

Kendall County Job Description

- D. Employee may be required to provide their own transportation to travel to and from meetings, training, other County buildings, etc.
- E. Employee must be able to consistently work twenty-five (25) hours per work week.
- F. Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours, as assigned.

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee