

SHELBY COUNTY
An Equal Opportunity Employer
POSITION DISCRIPTION

Agency: Board of County Commissioners
Class Title: Clerical / HR
Employee Title: Administrative Assistant / Human Resources Generalist
Reports to: Clerk / Administrative Coordinator
Civil Service Status: Classified
Employment Status: Full-time
FLSA Status: Non-Exempt
Pay: As determined by Resolution

Summary of Job Responsibilities:

1. Perform general human resource responsibilities in the area of workers compensation; safety, health and wellness activities; EEO; and scheduling employee training.
2. Perform general administrative assistant and receptionist duties including receiving incoming telephone calls, typing correspondence, and assisting and directing the public to the proper agency.
3. Assist the Clerk/Administrative Coordinator and the Board of Commissioners as needed.

Qualifications:

- Completion of secondary education plus three (3) months experience or equivalent in basic office practices and procedures. Experience in human resources preferred.
- Knowledge of proper grammar, punctuation and spelling.
- Skilled in efficient use of computer operations and basic programs (including Word, PowerPoint and Excel) and other modern office technology including but not limited to telephone, copier, fax, and postage machine.
- Knowledge of basic bookkeeping, organizational, and records management skills.
- Must have the ability to develop and maintain effective working relationships and communication with co-workers and supervisors; develop and maintain effective communication with the public; deal with and prioritize multiple tasks; ability to be self-motivating; receive and process information and instruction and take specific, appropriate action; follow oral and written instructions; maintain confidentiality of sensitive or private information and communications.
- Must be able to meet all job health and safety requirements.
- Must be able to maintain regular and predictable attendance.

Licensure or Certification Requirements:

- Must possess a valid Driver's License.
- Must possess ability to obtain certification as a Notary Public within 1 year of hiring.

Physical/Hazardous Working Conditions:

Incumbent is subject to drug or alcohol testing based upon reasonable suspicion of being under the influence of drugs or alcohol while on duty and must be able to pass that drug or alcohol testing.

Must be able to work with and around a variety of office equipment and may be exposed to chemicals commonly found in an office environment (i.e. computer toner, cleaning chemicals). Physical demands include frequently sitting, bending, stooping, stretching or standing. Frequently carry and lift up to ten (10) pounds; occasionally carry, lift or push up to twenty (20) pounds; rarely carry, lift or push up to fifty (50) pounds.

Essential Functions of the Position:**HR Responsibilities**

The Human Resources Generalist coordinates implementation of services, policies, and programs through the Commissioners' office. The HR Generalist assists and advises other Department Heads about Human Resources in conjunction with the Auditor's Office, manages the day-to-day operations of various human resource functions including the administration of human resources policies, procedures and programs; employee training and development; workers compensation; safety and wellness programs, and EEO. Specific titles include Workers Compensation Coordinator, Safety/Loss Control Coordinator, Health Insurance Broker Liaison, Wellness Coordinator, and EEO Coordinator.

The Human Resources generalist is responsible for all or part of these areas:

- Workers Compensation claims management and liaison to BWC and MCO.
- Coordinate employee wellness program, plan wellness activities, communicate requirements to employees and attend annual meeting Wellness Coordinators meeting.
- Scheduling employee trainings (i.e. sexual harassment training, cyber training, etc.).
- Assist in the development of employee policy and procedures.
- Equal Employment Opportunity enforcement.
- Communication to county employees as needed.
- Organize county safety committee meetings and attend Safety Council meetings as required.

Administrative Responsibilities

- Perform general receptionist duties including typing correspondence, processing outgoing mail; receiving incoming telephone calls; managing multiple schedules and assisting in assembling agenda for meetings; and assisting the public as needed.
- Efficiently and accurately use office technology to type, file and record various documents and correspondence. Accurately index resolutions and meeting minutes.
- Post news and events to County website and Facebook page.
- Develop a knowledge of county policies and procedures.
- Assist the Clerk/Administrative Coordinator in performance of various duties as directed.