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| <b>POSITION DESCRIPTION</b>                   | FLSA Status – Non-exempt | Position #:                   |
| Position Title: Administrative Assistant - HR | FT                       | Grade: 07-1950                |
| Department: Administration/HR                 | Location: Courthouse     | Date: 5.2018, 5.2020, 11/2023 |

**GENERAL STATEMENT OF DUTIES:** Performs a variety of basic administrative, clerical, computer data entry, and record-keeping tasks for the Washburn County Administrative Coordinator/HR Director.

**DISTINGUISHED FEATURES OF THE POSITION:** This position is responsible for varied administrative duties and related tasks. This work involves the application of prescribed procedures and methods on routine matters. Provides confidential support to the Administrative Coordinator/HR Director.

**EXAMPLES OF DUTIES PERFORMED:** (Illustrative only)

- Assists the HR Director/Administrative Coordinator with all functions relating to HR, including FMLA, Worker’s Compensation, onboarding, and bill processing
- Assists with answering phones, provide assistance and/or routes calls to appropriate staff
- Assists with the storage, organization, maintenance, and retention of personnel files
- General clerical duties including photocopying, scanning, faxing and data entry
- Creates reports, forms, and documents as directed
- Maintains MSDS system
- Assists with Wellness and Safety programs
- Maintains mailing lists, logs, directories, spreadsheets
- Enrolls and processes all benefits for new and existing employees
- Performs other data entry as assigned.
- Maintains supply inventory of Admin/HR office by checking stock to determine inventory level; anticipating needed supplies; communicates order to purchasing department
- Demonstrate professional, courteous customer service to clients and other staff, consistent with County Core Values;
- Supports Washburn County Core Values throughout all levels of department decision making. Develops customer service as an integral part of department operations;
- Performs other duties as requested and assigned.

**ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge and ability to implement modern office practices and administrative procedures; knowledge of business English, spelling, and basic arithmetic; skill in operation of basic office machines, such as calculator, photocopier, computer, and printer. Good organizational skills; ability to positively communicate with staff and the general public; good judgment; ability to carry out oral and written instructions and perform tasks with a minimum amount of direct supervision.

**EXPERIENCE AND TRAINING REQUIRED:** Experience in administrative work which shall include computer data entry, knowledge of a variety of software including MS Word, Excel, PowerPoint, email, and internet; and in the operation of office machines. High School diploma or equivalent required; Postsecondary training in principals of HR preferred but not required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds.

Work is performed in office settings. Hand-eye coordination is necessary to operate instruments, equipment, computers, and various other pieces of office equipment.

TOOLS AND EQUIPMENT USED: Telephone systems; personal computer including MS Office software; copy machine; postage machine; fax machine; calculator.

The duties listed above 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 them from the position if the work is similar related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Administrative Coordinator/HR Director