

WICHITA COUNTY

Job Announcement



Posting Number: 2018-010

Note: An outside candidate hired to fill this assignment will work as an employee of the staffing company for a period up to ninety (90) days. When the temporary employee completes the assignment, the candidate may be considered for FULL-TIME, REGULAR employment in the Human Resources Office.

POSITION: Human Resources Assistant (*Temp to Hire*)

LOCATION: Wichita County Human Resources Office
Wichita County Courthouse

SUPERVISOR: Human Resources Director

HOURS: 8:00 a.m. – 5:00 p.m., Monday – Friday

SALARY: \$12.50 per hour (*During temporary assignment*)

POSTING DATE: April 12, 2018

CLOSING DATE: April 25, 2018 or Open Until Filled

► GENERAL DESCRIPTION:

The Human Resources Assistant provides administrative support in the Human Resources Office. They work closely with the public, Wichita County elected officials, department heads, supervisors and employees to perform a variety of duties related to Job Announcements, employment applications, pre-employment testing, Employee Service Awards, Worker's Compensation and the Family and Medical Leave Act (FMLA).

► ESSENTIAL JOB FUNCTIONS:

- Performs responsible clerical and technical human resources work under the supervision of the Human Resources Director with minimal latitude for independent judgment.
- Serves as Human Resources Office receptionist. Greets and assists visitors, answers telephones using proper business telephone etiquette, routes telephone calls and takes messages.
- Performs clerical duties using various types of office equipment to include telephones, copiers, printers, calculators, laminators, binders, LCD Projectors, DVD players, TVs and remotes.
- Performs clerical duties including using a personal computer to prepare office correspondence and departmental documents and receives, distributes and prepares incoming office mail on a daily basis.

- Assists the Human Resources Director with the County's Employee Service Awards Program.
- Receives and sends emails, researches topics using the Internet and completes special projects.
- Assists the Human Resources Director in posting Job Announcements on the Wichita County website and emailing Job Announcement posting notices to all recruitment resources.
- Greets and counsels job applicants and provides Job Announcement and job specific information to applicants.
- Receives/reviews employment applications, prepares/maintains Job Announcement folders, delivers hiring packets to hiring supervisors in a timely manner and supports hiring supervisors in every aspect of the interviewing and hiring process.
- Works closely with hiring supervisors to organize and conduct every aspect of the pre-employment testing process to include setting appointments for pre-employment drug testing, physical examinations, TB testing and strength testing.
- Responsible for preparing and maintaining materials for New Employee Orientation (NEO).
- Coordinates new employee paperwork processing through the Auditor's Office.
- Verifies new employee work eligibility through use of the Department of Homeland Security and U.S. Citizenship and Immigration E-Verify system.
- May assist the Human Resources Director in analyzing organizational methods, evaluating jobs, and updating Wichita County Job Descriptions.
- Assists the Human Resources Director in processing Workers' Compensation claims to include the timely gathering of claim information, entering claim data into the Workers' Compensation mainframe program and electronic submission of claims in accordance with State Workers' Compensation laws.
- Assists the Human Resources Director in the timely preparation of FMLA notification letters and related correspondence in accordance with State and Federal laws.
- Schedules business related appointments and meetings and notifies attendees of meeting schedules.
- Properly and discretely handles and protects all confidential and sensitive information.
- Maintains inventory and orders office supplies as needed.
- Performs all other job-related duties as assigned.

► **MINIMUM REQUIREMENTS:**

- Must be at least 18 years of age.
- Must be a high school graduate or equivalent (GED).
- Previous work experience in human resources is preferred, but not required.
- Must be courteous, friendly and have excellent customer service and public relation skills.
- Must be a TEAM player and able to conduct self in a professional manner and develop and maintain good working relationships with Wichita County elected officials, department heads, supervisors, employees and the public.
- Must have excellent verbal and written communication skills with ability to present information and respond to questions.
- Must have a good memory and excellent recall. These are vital when working with complex records and documents.
- Must be "results oriented" - have excellent organizational skills, be detail-oriented and self-motivated, able to perform at a high-level of productivity and produce high-quality work, accurate work with minimal supervision. Must be a high achiever.

- Must be proficient in the use of various types of office equipment to include telephones, copiers, printers, facsimile machines, calculators, laminators, binders, LCD Projectors, DVD players, TVs and remote controls.
- Must have an advanced level of proficiency in using Microsoft Office applications (Word, Excel and Outlook) and at least an beginner level of proficiency in using Microsoft Expression Web4, Foxit Phantom PDF and PowerPoint is desired, but not required.
- Must be able to input data into a computer and perform duties with minimal errors.
- Must be able to type at least 45 WPM with minimal errors.
- Must be able to file, retain and recover documentation, both manually and electronically.
- Must be available to work extended workdays to complete projects and/or meet deadlines, if required.

► **CONDITIONS OF EMPLOYMENT:**

- Must pass a drug test conducted by the staffing company.
- Regular attendance and punctuality are mandatory.
- Must be able to sit at a desk and work for moderate periods while performing repetitive tasks.
- Must be able to occasionally move and/or lift loads such as boxes of copier paper and supplies weighing up to forty (40) pounds.
- **TOBACCO USE** - Wichita County owned buildings, facilities and vehicles are non-smoking/tobacco-free working environments. Smoking/Tobacco Use is permitted only in designated areas.
- Final applicants may be required to undergo skills assessment testing to evaluate their proficiencies in keyboarding and the use of personal computer programs to include Microsoft Word, Excel, Outlook and PowerPoint.
- Final applicants may be required to complete “job simulation” exercises to demonstrate their level of knowledge, skills, abilities and proficiencies with regard to document preparation and office administration.

► **APPLY TO:**

Wichita County Human Resources Office
900 7th Street, Room 132
Wichita Falls, Texas 76301
(940) 766-8108

NOTE: After the temporary period, (up to 90 days), if the selected temporary employee is offered regular full-time employment with Wichita County, they will be required to submit to and pass a pre-employment drug-test and physical, paid for by Wichita County.

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Wichita County to recruit, hire, train, and promote persons in all job categories without regard to race, color, national origin, religion, sex, age, or disability. It is the policy of Wichita County to consider qualified individuals according to ADA standards. If notified in advance, requested accommodations will be considered. Final reasonable accommodations will be determined in accordance with ADA standards by departments after appropriate consultation. Rejected accommodations will be documented and retained on file.

TEXAS RELAY: TDD (800) 735-2989, VOICE (800) 735-2988. For candidates requesting Braille, Mobility requests, etc., please call (940) 766-8108. HR/ADAAA Compliance Office, Room 132, Wichita County Courthouse, 900 7th Street, Wichita Falls, Texas 76301.