

HUERFANO COUNTY
JOB DESCRIPTION

TITLE: Admin. Assistant/HR Coordinator

FLSA: Non Exempt

DEPT: Administration

Reports to: County Administrator

Job Summary:

Perform clerical and administrative support work for Board of County Commissioners. Perform routine, mid-level and professional duties in coordinating personnel functions of the County. Administers the County's Personnel Policies and maintains personnel information files, compensation plan, and benefits program. The worker in this position initiates own daily assignments, follows through on matter, and uses independent judgment and training to take appropriate actions to deal with standard recurring situations and works under the supervision of the County Administrator.

Essential Job Functions:

Screens calls, visitors, and mail, responds to sensitive requests for information and assistance. Provide information and assistance to County staff and public in research of information related to department or division policies.

Research, compile, analyze and summarize data for special projects and various comprehensive reports; prepare or direct the preparation of administrative reports.

Prepare and revise various operating procedures, rules and regulations upon request; develop and revise office forms and report format, as well as, report preparation.

Perform a wide variety of complex and responsible duties for the administrator; independently respond to letters and general correspondence of a routine nature.

Make travel arrangements, maintain appointment schedules and calendars, and arrange meetings and conferences.

Initiate and maintain a variety of files and records for information such as personnel, attendance, payroll, budget, maintain manuals and update resource materials; organize and maintain complex technical filing systems.

May serve as secretary to a board commission, or administrative hearing; coordinate and participate in the preparation and processing of agendas; ensure that minutes are typed, ensure that agenda packet is complete including all staff reports and related supporting documents; coordinate the duplication, collation, and distribution of agenda packets; attend meetings and take minutes when necessary.

Type and proofread a wide variety of reports, letters, memos, and charts, and public notices.

Establishes and maintains manual and/or automated financial, accounting, personnel and other administrative and management files and records; ensures confidentiality of files and records and assures compliance with FMLA, State law and County policy in controlling access to and release of information.

Compiles information for budgets; prepares budget documents; writes checks as authorized. Receives disbursements and other money, and makes deposits.

Acts as the County's CAPP/CWCP claims contact person, files claims on behalf of county including work related accidents and injuries, as well as automobile, property and loss claims. Serves as liaison with claims administrator and receives claims related information. Receives all written correspondence from CTSI on behalf of the county, and is responsible for distributing to appropriate personnel.

Maintains policies, manuals and other reference and guide materials relating to area of assignment; routes issuances and notices to staff; researches for information as needed and requested. Responsible for administration of personnel functions. Interpret, implement and be responsible for personnel rules and regulations to staff and applicants for employment.

Records employee information throughout their employment; posts position openings, publishes notices regarding position openings, processes new hires and conducts exit interviews.

Desired Qualifications:

Knowledge of County organization and operations; of the Official's administrative policies, rules and procedures; of executive secretarial functions; of modern office procedures and practices, including use of PC's and word-processing, spreadsheet and database software; and the use of common office equipment.

Training and/or Education Experience:

High School Diploma or G.E.D and four (4) years experience as executive secretary. Any acceptable combination of education, training and experience that provides the above knowledge, abilities and skills that the County deems appropriate.

Physical Demands:

The work is performed in office surroundings. Typical positions requires workers to walk or stand for long periods; lift and carry up to 20 pounds; climb stairs, bend, reach, hold, grasp and turn objects; and use fingers to operate computer or typewriter keyboards. The work requires the ability to speak normally and to use normal or aided vision and hearing.

Unusual Demands:

Work is subject to frequent interruptions and inflexible deadlines.

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.