

SNOHOMISH COUNTY JOB DESCRIPTION

HUMAN RESOURCES ASSISTANT I

Spec No. 6377

BASIC FUNCTION

To perform a variety of clerical support functions in the Compensation, Employment and Benefits section of the Human Resources Department. This position primary focus is to support the Civil Service Examiner and Benefit Plan Administrator.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Enters employee information into payroll system and employee database; retrieves information from Human Resources Information System (HRIS); processes all personnel record changes (PRC) or Personnel Actions (PA) and employee related paperwork; proofs and corrects work entered; may track and follow-up with employees to complete forms.
2. Assists Civil Service Examiner with entry of PRC and PA for civil service employees; answers general benefit questions and processes benefit and other paperwork; may assist with employment processes for civil service.
3. Assists Benefit Plan Administrator with maintaining benefit employee web pages, benefit plan information documents, health and wellness documents, contracts or other information; may schedule rooms and contact providers to help organize events.
4. Runs and distributes monthly reports from Human Resource Information System (HRIS) and other sources.
5. Receives, reviews and processes various forms such as personnel record changes, benefit enrollment/change forms; reviews forms for accuracy, completeness, and required signatures; prepares for filing, and distributes copies as necessary; maintains benefit forms and orders new forms and booklets and other supplies as needed; may prepare new hire orientation packets.
6. Provides assistance to employees and the general public in person or on the phone; explains services and provides basic information.
7. Sets up and maintains files and recordkeeping systems.
8. Provides assistance during open enrollment such as arranging meeting locations, scheduling provider meetings; prepares open enrollment materials by sending to print shop and distributing copies to employees.
9. Maintains confidentiality of all personnel, payroll, accounting and finance records and reports along with any other records, reports and/or information deemed to be sensitive in nature.

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STATEMENT OF OTHER JOB DUTIES

10. May serve as backup to the county switchboard as required.
11. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

One (1) year of general office experience that includes computer record processing and customer service experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

PREFERRED QUALIFICATIONS

Preference may be given for experience in Human Resources, benefit processing and/or confidential records processing.

SPECIAL REQUIREMENTS

- Must sign a confidentiality agreement as a condition of employment.
- A valid Washington State Driver's License may be required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- standard office practices and procedures
- basic arithmetic
- word processing, spreadsheet and database programs
- rules of grammar, spelling, punctuation and word usage
- records processing and filing

Ability to:

- meet deadlines and cope with constant interruptions
- coordinate a high volume of time sensitive work
- troubleshoot errors in data entry and ensure accuracy of information
- pay attention to detail to ensure accuracy of source data for payroll
- pay attention to detail to ensure accuracy of personnel actions
- recognize the need and ask for additional help when needed
- work collaboratively in a team environment
- assist the public and employees in determining needs
- learn and explain complex practices and procedures

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KNOWLEDGE AND ABILITIES (Continued)

- gather, evaluate and document technical data
- independently organize tasks and work in a team environment
- establish and maintain effective work relationships with staff, general public and representatives of other agencies
- communicate effectively both orally and in writing
- communicate effectively with people of all ages and from a variety of cultural, economic, and ethnic backgrounds
- maintain records and prepare related forms, applications, documents, and reports
- work with minimum supervision
- read, interpret and categorize data rapidly and accurately

SUPERVISION

Employees in this classification receive supervision from management or senior staff as assigned. Assignments are made indicating what is to be done, the quality of work expected, and any deadlines which are required to be met. Work is reviewed to ensure timely completion and accuracy.

WORKING CONDITIONS

The work is performed in the usual office environment and may include field trips to outlying areas. This is a high volume, time sensitive position with a Monday through Friday schedule. Approval of vacation leave requests is dependent upon payroll deadline schedule.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: February 2015
EEO Category: 6 – Administrative Support
Pay Grade: 306 – Clerical Pay Plan
Workers Comp: 5306 Non-Hazardous