

# SNOHOMISH COUNTY JOB DESCRIPTION

## HUMAN RESOURCES ASSISTANT

Spec No. 6329

### BASIC FUNCTION

To perform a variety of support functions in the service of the Human Resources department while actively contributing to an inclusive and cooperative team environment.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Assist human resource staff in administering a variety of human resource functions; independently perform a variety of human resource duties in assigned functional areas.
2. Enter employee information into payroll system and employee database; retrieve information from Human Resources Information System (HRIS); process and validate record changes, actions, and employee related paperwork; proof and correct work entered.
3. Professionally and respectfully respond to inquiries and provide timely, reliable, and accurate information about organizational and other human resource rules, policies, regulations or procedures; receive and verify requests from employees or members of the public.
4. Process, review, ensure the accuracy and completeness of, compile and/or maintain human resource data, documents, and files;
5. Enter and/or retrieve data and create spreadsheets from HRIS or other computerized recordkeeping systems; research inaccuracies; initiate corrective measures as necessary; and escalate as needed
6. Compile data and prepare reports, statistics and statistical summaries, narrative summaries or graphic representations of data under supervision;
7. Provide organizational and administrative support to long term, ongoing projects and/or assignments which require specialized knowledge and understanding of technical details within an assigned department
8. Develop and implement internal office procedures; recommend changes in procedures or rules to facilitate effectiveness;
9. Schedule meetings, trainings, and other human resources events; coordinate departmental activities and provide required assistance
10. Maintain 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

11. Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

Three (3) years of general office experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### SPECIAL REQUIREMENTS

Must sign a confidentiality agreement as a condition of employment.

### PREFERRED QUALIFICATIONS

Preference may be given for experience in Human Resources.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- standard office practices and procedures;
- computerized applications, such as HRIS, Microsoft Office and other related systems and software;
- records processing and filing.

Ability to:

- work professionally and respectfully with diverse groups of individuals (internal and external), elected officials, and the general public
- communicate in writing and verbally to a diverse group of individuals in a clear, concise and logical manner
- work collaboratively in a team environment
- actively participate and contribute to team discussions and goals
- proactively use independent judgement to research and resolve problems in accordance with established rules, policies, regulations or procedures; recognize the need to ask for additional help when needed
- prioritize and appropriately schedule assignments or tasks to meet established deadlines
- provide attention to detail to ensure accuracy
- review the accuracy of records and data, exercise decision making authority and initiate corrective action within established guidelines
- learn and explain complex practices and procedures

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- independently learn and utilize new technologies

#### SUPERVISION

Employees in this classification receive supervision from an administrative superior as assigned. Work is reviewed to ensure timely completion and accuracy.

#### WORKING CONDITIONS

The work is performed remotely and in an 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: December 1990 as Personnel Services Assistant  
711708

Spec No.

Revised and retitled: June 2003, December 2004; May 2009, June 2021 as Human Resources Assistant

Revised: July 2013

Retitled: February 2015 as Human Resources Assistant II

EEO Category: 6 – Administrative Support

Pay Grade: 235 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous