

JOB DESCRIPTION

TITLE: Senior Office Assistant, Human Resources

REPORTS TO: Executive Director of Human Resources

BASIC FUNCTION: Performs clerical work with administrative responsibility under the direction of the Executive Director of Human Resources

Protected Health Information (PHI) Level: No access to PHI unless specifically authorized by the Executive Director of Human Resources.

CLASSIFICATION: Supervisory and Career Confidential

DUTIES AND RESPONSIBILITIES:

1. Responsible for accurately converting all Human Resources' employee file materials to the document management system. This would include all insurance documents and workers' compensation claims kept for employees of the College.
2. Assists Human Resources Assistant I in establishing and maintaining personnel files.
3. Types correspondence and assists other HR staff with annual reports as necessary.
4. Assists Employment Specialist in maintaining applicant records in conformance with College Equity policy.
5. Assists Employment Specialist with scheduling applicants for skills testing when necessary.
6. Dates and sorts mail for the Human Resources Office.
7. Assists with the checking of all personnel recommendations (name, social security number, calculation).
8. Assists Human Resources Assistant I with accurate distribution of employee contracts to appropriate campuses or departments. Stamps and seals contracts when returned signed from employees; then distributes processed contract to departments.
9. Performs data entry to administrative mainframe systems as necessary.
10. Files paperwork in appropriate employee file.
11. Verifies posting of leave records.
12. Assists with the preparation of files for workers' compensation claims and new employees processed medical and life insurance enrollment forms.

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13. Assists the Benefits & Human Resources Specialist in assembling new employee orientation packets when necessary.
14. Fingerprints new employees for purposes of background checks sent to VECHS to obtain State and FDLE criminal history status in the absence of other qualified HR staff or when necessary.
15. Prepares scanned and reviewed personnel file materials for destruction and schedules destruction with the appropriate Financial Services staff member.
16. Participates in cross-training activities in order to meet departmental work-flow demands.
17. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Standard high school diploma or GED. Must have experience operating a personal computer, and using word processing, spreadsheet, and database software. Must have proven abilities with interacting successfully with people, including excellent communication, customer service, and organizational skills. Must be detail oriented.

Keyboarding Speed: 35 net words per minute with 95% accuracy
Proofreading I: 70% accuracy
Alphabetical Filing: 70% accuracy

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last revised: 8/1/98; 7/01/02; 7/01/06; 12/01/07; 1/23/12