



Town of Wytheville

Job Opening

Job Title: Human Resources Assistant

Full Time with Benefits

DEPARTMENT: Human Resources **FLSA DESIGNATION:** Non- Exempt **POSTED:** 9/20/2024

PAY RANGE: \$41,870 to \$60,372 Pay Determined by Education and Qualifications

POSITION SUMMARY: The **Human Resources Assistant** performs a wide variety of human resource support duties. This position is responsible for providing customer service and administrative support, performing various employment and benefit procedures, processing HR transactions and invoices, updating and maintaining documentation regarding employee records and files while verifying accuracy, assisting and serving as the backup for the Payroll Technician Human Resources Assistant and the Director of Human Resources.

➔ **Job Description is attached. Please review the full list of Duties and Responsibilities.**

REQUIRED MINIMUM QUALIFICATIONS: An associate's degree from an accredited institution and at least six months of relevant experience required, or any equivalent combination of education and experience may be considered, with additional work experience substituting for the required education on a year-for-year basis.

Must meet have the below basic knowledge, skills, and abilities:

- Ability to quickly learn a basic understanding of human resource functions, reporting and recordkeeping requirements.
- Strong interpersonal and customer service skills and ability to work in a team-oriented environment. Ability to interact, communicate, and work effectively with a wide range of individuals in a diverse community. Excellent writing, editing and verbal communication skills; strong attention to detail.
- Self-motivated, punctual and reliable; organized and flexible.
- Working knowledge of computers, electronic data processing, and Microsoft Office tools to include Excel and Word.
- Ability to set priorities, take initiative, be proactive and follow-up, and successfully perform a wide variety of responsibilities.
- Human resources and/or payroll experience desired.
- Ability to maintain confidentiality.

Please refer to the Job Description for additional Required Minimum Qualifications

HOW TO APPLY: Employment applications are available online at <https://www.wytheville.org/employment> or in person in the Town Municipal Building's Lobby. Please submit completed applications to: human.resources@wytheville.org, or submit in person to the Department of Human Resources Application Drop Box, located in the Town Municipal Building's Lobby.

CLOSING DATE: Applications must be submitted by 5:00 PM on October 4, 2024.

The Town of Wytheville is an Equal Opportunity Employer

JOB DESCRIPTION

Class Title: Human Resources Assistant

Department: Human Resources
FLSA Designation: Non-Exempt
Effective Date: September 18, 2024

GENERAL PURPOSE

The **Human Resources Assistant** performs a wide variety of human resource support duties. This position is responsible for providing customer service and administrative support, performing various employment and benefit procedures, processing HR transactions and invoices, updating and maintaining documentation regarding employee records and files while verifying accuracy, assisting and serving as the backup for the Payroll Technician Human Resources Assistant and the Director of Human Resources.

SUPERVISION RECEIVED

Works under the direct supervision of the Director of Human Resources.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks, as assigned.

- Coordinates employment search and hiring processes according to established procedure, including employment changes, review of position descriptions, recruitment, job listings, EEO reporting, etc.
- Serves as a customer service contact for employees to address any questions they may have regarding employment and/or benefits, and assists employees with requests including completion of paperwork, forms, claims, etc. Maintains good communication with employees and the public.
- Collects, reviews and maintains accurate personnel information for personnel files, databases and other recordkeeping systems, and works to resolve discrepancies, if any, in accordance with State and Federal regulations and Town policies and procedures.
- Processes personnel actions such as but not limited to new hires, position changes, salary changes, and terminations, ensuring actions are in accordance with policy and have been properly approved.
- Communicates personnel policy changes to staff and employees.
- Maintains OSHA 300 Log for Worker's Compensation and assists with other reports such as the EEO4 or payroll reports as needed.
- Reviews expenditures and processes related invoices for timely payment.
- Serves as the primary contact to schedule and document employee training on Town policies and procedures, annual OSHA required training and other training requirements. Provides recommendations for the development of training programs.

JOB DESCRIPTION

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- Composes a variety of correspondence to Town employees. Creates and distributes a monthly newsletter, informs employees of changes to policies, sends out notification regarding benefit changes and open enrollment periods.
- Assists with meeting and event planning such as the Wellness & Benefits Fair, Employee Appreciation Event, and other meetings with vendors regarding employee benefits and trainings.
- Assist with payroll and serves as backup to the Director of Human Resources and the Payroll Technician/ Human Resources Assistant and supports the overall goals and objectives of the Department of Human Resources.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience: An associate's degree from an accredited institution and at least six months of relevant experience required, or any equivalent combination of education and experience may be considered, with additional work experience substituting for the required education on a year-for-year basis.

Necessary Knowledge, Skills and Abilities:

- Ability to quickly learn a basic understanding of human resource functions, reporting and recordkeeping requirements.
- Strong interpersonal and customer service skills and ability to work in a team-oriented environment. Ability to interact, communicate, and work effectively with a wide range of individuals in a diverse community. Excellent writing, editing and verbal communication skills; strong attention to detail.
- Self-motivated, punctual and reliable; organized and flexible.
- Working knowledge of computers, electronic data processing, and Microsoft Office tools to include Excel and Word.
- Ability to set priorities, take initiative, be proactive and follow-up, and successfully perform a wide variety of responsibilities and multiple tasks in a timely and accurate manner.
- Human resources and/or payroll experience desired.
- Ability to maintain confidentiality.

TOOLS AND EQUIPMENT USED

Typical tools and equipment used include phone, personal computer, word processing software, HR/Payroll software, copy machine, postage machine, fax machine, and other office supplies.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

JOB DESCRIPTION

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Physical Demands: While performing the duties of this job, the employee is frequently required to sit, walk, talk hear, and lift boxes up to 30 pounds. The employee is required to use hands to handle or feel objects or controls; and reach with hands and arms.

Work Environment: The noise level in the work environment is usually quiet. Located indoors in climate-controlled office setting.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; criminal background investigation; driving records; job related tests may be required.

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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Signature: _____ Approval: _____ Date: _____
Department Head Town Manager

Revision History: June 2020, July 2023, September 2024.

Job Description Acknowledgement:

My signature below represents that I have received the complete job description. Further, I understand the following: it is my responsibility to read the job description and to fully understand the requirements set forth therein; the job description is to be used as a guide and that I will be responsible for performing other duties as assigned; and this job description does not constitute an employment contract with the Town of Wytheville.

Employee Signature: _____ Date: _____