

South Jordan City

Job Description

Title: Human Resources Administrative Assistant II **Effective Date:** 1/1/2025
Org: 100330 **FLSA:** Non Exempt
Pay Grade: GH12 **Workers Comp:** Clerical

GENERAL PURPOSE

Provide essential clerical support to the human resources department. Responsible for efficiently managing administrative tasks, maintaining records, facilitating employee onboarding, and supporting various HR functions. The role contributes to the department's overall effectiveness in serving both internal and external stakeholders, ensuring smooth HR operations and contributing to the City's commitment to excellence in human resources management.

SUPERVISER

Director of Human Resources

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave. Some, 40% or less, of the essential job duties may be performed regularly from a remote location upon authorization.

Serve as the initial point of contact for human resources inquiries at the office entrance and direct employees and visitors to the appropriate staff. Provide excellent customer service to internal and external stakeholders, promptly addressing inquiries and concerns.

Respond to verbal and written employment verification requests from various lending institutions, local agencies, or other districts. Monitor HR email and respond or forward messages as necessary.

Maintain strict confidentiality of all HR-related information and adhere to the highest ethical standards in handling sensitive data.

Prepare and format HR-related documents, including letters, memos, reports, and spreadsheets.

Reconcile vendor billing and process accounts payables for the human resource department. Process monthly P-Card coding and approval process. Monitor office supplies and coordinate replenishment as needed.

Support the onboarding process by preparing new hire paperwork, ensuring completion, and assisting with orientation logistics. Verify employment eligibility of new hires through E-Verify.

Maintain accurate and organized employee records, both physical and electronic. Ensure record compliance within City policies and State Archive Records Retention Act.

Assist with the administration of the city random drug-screen testing process for public safety and safety-sensitive positions.

Assist with the recruitment/selection process for the City as directed. Organize and maintain candidate application materials. Schedule interviews and communicate with candidates as needed.

Handle human resources-related communications, both internal and external, in a professional and timely manner.

Aid in benefits enrollment processes and answer basic employee inquiries regarding benefits.

Assist with tracking and documenting employee leave requests.

Prepare or maintain employment records related to events, such as hiring, termination, leaves, transfers, or promotions, using human resources management system software.

Participate and support development of regular employee trainings. Track training participation rates and ensure proper documentation has been provided for employee training files.

Assist with miscellaneous award and benefit programs for the city.

Sign for incoming mail; notify personnel of mail delivery. Assist with the delivery of interoffice mail.

Assist in the continuous improvement and development of the City's employee handbook. Performs administrative duties to support the division.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.;

AND

B. Two (2) years experience in customer service or related duties above

2. Special Qualifications:

Local government experience preferred
Licensed in the State of Utah as Notary Public

Demonstrated proficiency in the following tasks:

1. Microsoft Office (Word, PowerPoint, Excel, Outlook)
2. Adobe Sign
3. Target Solutions
4. Civic Plus Website Administration (website maintenance)

3. Knowledge, Skills, and Abilities:

Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction; Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.

Basic skill in using Microsoft Office products (Word, Excel, PowerPoint, Outlook). Critical thinking, social perceptiveness, attention to detail, and basic public relations skills.

Ability to maintain confidential information in a skilled manner consistent with the human resources profession.

Must be well organized, meticulous and able to prioritize tasks. Must be able to develop and manage automated and complex filing systems. Knowledge of office procedures, Business English, proper correspondence formats, and letter and memoranda composition.

Ability to process information, interact with computer programs, make decisions and solve problems. Develop specific goals and plans to prioritize, organize, and accomplish work tasks. Effectively communicate, verbally and in writing. Work independently and deal effectively with stress caused by continuous public contact in an often fast-paced environment. Maintain effective working relationships with supervisors, fellow employees and the public.

4. Working Conditions:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability and critical thinking.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Join our team at the City of South Jordan's Human Resources department and play a vital role in providing essential clerical support. Your attention to detail and commitment to efficient administrative processes will contribute to the department's overall success in serving our employees and the community.

Human Resources Use Only

Job Class:	HR Administrative Assistant	EEO-4 Class:	Admin Support
Location:	Human Resources	EEOP Class:	Admin Support
Group/BU:	Part Time Pay Plan	Tech-Net Match:	770/200