



## JOB DESCRIPTION

Job Title: Administrative Assistant/Human Resource Generalist	Step: 1
Department: Administration	Grade: 13
Effective Date: January 1, 2021	Pay Range: \$39,461-\$59,192 (County typically hires at entry level depending on qualifications)
Revision Date: January 1, 2023	FLSA Status: Exempt

### **General Purpose**

Under the general supervision of the County Administrator, performs specialized and complex confidential secretarial, administrative support and Human Resource work requiring the exercise of independent judgment. Work involves human resources responsibilities and activities for the County. Manage recruitment processes, compliance, onboarding and training development, standard administrative responsibilities, such as greeting and directing visitors, responding to inquiries from County employees, Departments, and the public, answering phones, making copies and scheduling appointments.

### **Supervision Received**

Works under general direction from the San Juan County Administrator.

### **Essential Functions**

- Receives visitors or calls for the County Commission, County Administrator or other County Departments; handles questions or matters of a technical nature and directs others to the appropriate departments or employees; assists the general public with filling out forms and applications and providing general information about the County; receives and resolves complaints.
- Receives and distributes incoming mail, email and faxes.
- Prepares and maintain agendas for Board meetings; attends Board meetings if necessary, prepares Commission materials prior to meetings; makes necessary logistical arrangements for meetings.
- Attends County meetings as directed and takes minutes; prepares minutes and materials to send to members prior to meetings.
- Schedules and sends notices of conferences and Public Notices for meetings; makes travel arrangements for County department employees and other parties as directed.
- Prepares and submits expenses for reimbursement; prepares purchase orders and requisitions. Receives cash and issues receipts; insures all transactions are recorded.

- Reviews documents and correspondence prepared for Administrator's signature to ensure conformity with County policies, rules, procedures, grammar, and format.
- May train other staff and orient new staff in the County; collects timesheets and enter time in payroll system.
- Assist with all internal and external HR related matters recommending strategies to motivate and recruit employees.
- Assist with the recruitment process by identifying candidates, conducting reference checks and issuing employment contracts.
- Perform orientations and update records of new staff.
- Manage the organization's employee database and prepare reports.
- Assist with budget monitoring and payroll.
- Keep up-to-date with the latest HR trends and best practices.
- May create and/or update County's social media pages. May prepare press releases for news media; may create flyers and brochures.
- Monitors office supplies and sundries inventory and places orders for items as needed.
- Composes and processes routine and special written correspondence, reports, forms, billings, payments, certificates applications or other materials; examines for accuracy and completeness.
- Reviews and priorities correspondence; determines information to be extracted for further use; determines routing and filing; maintains records and accounts; compiles, computes and tabulates data for reports requiring some judgment as to content.
- Operates computer and/or other office equipment as required.
- Files documents and tracks schedules and due dates.
- Performs related duties as assigned.

### **Minimum Qualifications**

#### Education and Experience

- Graduation from high school or GED certificate.
- Four (4) years of progressively responsible experience in related field, and /or an equivalent combination of education and experience, preferred.

### **Required Skills, Knowledge and Abilities**

- SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: keyboarding skills as required by the position; data entry; using Microsoft Word and Excel; preparing and maintaining accurate records; operating modern office equipment including computers and all applicable software programs/applications; and skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.
- KNOWLEDGE Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: modern office practices and procedures; business telephone etiquette; proper use of grammar, punctuation, spelling, and

vocabulary; office equipment/software; and office practices; County policies, procedures, and practices.

- ABILITY Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality in files and information, adapting to changing priorities, working with frequent interruptions, communicating with diverse groups, and displaying tact and courtesy communicating effectively (orally and in writing) and maintaining effective working relationships with the general public, County employees and other Departments. to Record and transcribe minutes, schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job related equipment; work with clerical data of varied types and/or purposes; follow written and oral instructions, perform mathematical computations rapidly and accurately, compose and edit documents. A conceptual thinker with fantastic organizational and conflict management skills. Excellent negotiation and problem-solving skills with the ability to multitask and adapt in a fast-paced environment.

### **Special Qualifications**

- Must possess a valid Utah Driver's License.
- Must be a public notary or have the ability to become a public notary.
- Must be able to type a minimum of 40 WPM.

### **Work Environment**

Regularly sits at a desk; walks, stands, or stoops, uses tools or equipment requiring a high degree of dexterity; works for sustained periods of time maintaining concentrated attention to detail. Work is performed in an office or other environmentally controlled room; work required frequent contact with the public which exposes incumbents to others' illnesses and to individuals that may be angry, agitated, or otherwise upset. Occasionally lifts, carries, pushes, pulls or otherwise moves objects weighing up to 25 pounds. Position requires driving to different locations throughout the County as needed. We are an equal opportunity employer and encourage women, minorities, and the disabled to apply.