

JOB DESCRIPTION



Capital Area District Library
www.cadl.org

Position: Human Resources Assistant

Range: S2 (Non-Exempt) (Non-Union)

Reports to: Human Resources Director

Supervises: None

Reviewed: 7/10

Revised: 7/10

JOB SUMMARY

Under the supervision of the Human Resources Director, responsible for processing payroll, maintaining employee records in HR/Payroll systems and personnel files. Prepares payroll, hours and Union reports. Maintains benefits eligibility, processes changes to benefits, reconciles benefits invoices. Handles correspondence regarding personnel matters. Supports the duties of the Human Resources Director through various means including answering employee questions and providing information. Computer experience, accurate attention to detail, and good public relations skills required.

DUTIES AND RESPONSIBILITIES

1. Responsible for processing payroll. Reviews and corrects data. Enters information into Paychex HR/Payroll systems and updates information as needed.
2. Handles correspondence regarding hiring of employees, preparing and distributing job postings and job descriptions, placing advertisements in newspapers.
3. Prepares payroll deduction reports, hours reports, and benefits reports.
4. Schedules Interviews, prepares interview packages and letters of hire. Coordinates training and orientation, prepares New Hire orientation packages. Assists new employees to complete employment forms. Enters employment data into HR/ payroll systems. Files papers in personnel file.
5. Handles paperwork related to employee benefits. Answers routine benefit questions. Maintains benefits eligibility. Processes employee benefits changes.
6. Administers COBRA procedures.
7. Maintains all employee evaluation records. Distributes forms to supervisors and follows up to ensure they are completed by deadlines.
8. Sends monthly Union reports and maintains seniority lists.
9. Maintains volunteer applications, administers volunteer policy and assists supervisors with coordinating volunteers
10. Acts as back up receptionist for the Administrative Assistant.
11. Assists the Human Resources Director with any other duties or projects as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

JOB REQUIREMENTS

- Possession of a Bachelor's Degree or its equivalent preferably in Human Resources or related field.
- Previous Human Resources, payroll and accounting experience is desired.
- Familiarity with Paychex Preview and Time and Labor Online systems desired.
- Ability to maintain a high level of confidentiality.
- Familiarity with Microsoft Office including Excel, Word and Mail Merge.
- Ability to type 60 words per minute.
- Successful completion of a six-month probationary period.
- Be physically able to perform the essential functions of the job with or without reasonable accommodation.
- Knowledge of office terminology, procedures and equipment; and of business arithmetic and English.
- Ability to operate standard office equipment including typewriters, personal computers, copiers, calculators, and adding machines.
- Ability to understand and follow oral and written instructions.
- Ability to make decisions in accordance with established policies and procedures.
- Ability to maintain an effective working relationship with co-workers.
- Ability to conduct oneself with tact and courtesy.

