



HUMAN RESOURCES ASSISTANT

Office of Human Resources

Reports To: HR Director
Salary/Hourly Range: 30
FLSA Status: NON- EXEMPT

VALID DRIVER'S LICENSE REQUIRED

PD Created: 06/24/2021

INTRODUCTION

This position is responsible for performing technical and administrative support in all disciplines of Human Resources to accomplish program goals and objectives. The HR Assistant is responsible for maintaining confidential information and upholds strict confidentiality.

KEY DUTIES AND RESPONSIBILITIES

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

- 1) Assists the Human Resources staff with various tasks, communicating the Tribe's Personnel Policies & Procedures to management and employees; provides guidance on complying with policies & procedures; reviews and refers complex matters to Human Resources staff.
- 2) Provides a high level of customer service by politely greeting visitors and telephone callers; ascertains the nature & purpose of visit; assists customers by providing pertinent information about the office, functions & activities, policies & procedures, etc., and issues new or current employee identification badge.
- 3) Establishes and maintains an efficient records management system; responsible for proper filing and retrieval of documents pertinent to office operations and handles confidential & sensitive information/data in accordance with established policies & procedures.
- 4) Uses discretionary judgement when requested to disclose confidential personnel information on employees.
- 5) Responsible for receiving, logging in/out and routing incoming actions/mail to appropriate staff; responds to inquiries of routine general matters on behalf of the supervisor or staff.
- 6) May assist with preparation of employee personnel actions (PA's) for various actions such as new hires, promotions, position changes, separations, etc.; reviews personnel documents associated with these actions to ensure accuracy and completion of various personnel changes.
- 7) May assist with data entry of personnel information into the Human Resources Information System (HRIS).
- 8) Assists in special assignments and/or research related to personnel involving data collection and preparation of various documents.
- 9) Assists with the audit of personnel files and related records to ensure accuracy, completeness, and compliance.
- 10) Maintains office calendar/appointments; participates in planning of the meetings, assists with making arrangements, i.e., preparing agenda packets & notices, scheduling events, securing facilities, acquiring needed supplies & materials.
- 11) Performs other duties as assigned or authorized to achieve Tribal/Program goals & objectives.

PERSONAL CONTACTS

Contacts are with employees within/outside the immediate work area, personnel of other agencies, public & private sector businesses/organizations and the general public. The purpose of these contacts is to exchange factual information, coordinate work efforts, provide assistance and establish a network of resources.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS

The work is sedentary and performed in a standard office environment requiring normal safety precautions typical of office/meeting rooms and working around office machines/equipment. At times, work will extend beyond the normal eight (8) hour daily schedule. Travel on and off the reservation may be required.

MINIMUM QUALIFICATIONS

Education: High school diploma or GED equivalent;

AND

Experience: Two (2) years responsible office administration experience in Human Resources or Public Administration;

OR

Equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of principles and practices of human resources management.
- Knowledge of federal & state laws & regulations governing employment practices of Tribal Governments.
- Knowledge of principles and processes for providing customer service.
- Knowledge of office principles, practices and methods.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures and terminology.
- Good verbal and written communication skills.
- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Excellent interpersonal and human relations skills.
- Skill in researching information and compiling information for reports.
- Effective records management skills.
- Intermediate skills operating office equipment machines and applicable MS Office Products, spreadsheets, databases and applicable software.
- Ability to interpret and communicate laws, regulations, policies, and procedures to management & employees at all levels of the organization.
- Ability to maintain confidentiality of restricted information, records and data.
- Ability to conduct research and analyze information to prepare reports.
- Ability to accept constructive feedback and deal calmly and effectively in stressful situations.
- Ability to organize and prioritize workload.
- Ability to work independently with general supervision.
- Ability to operate modern office equipment/machines and applicable computer software, i.e., word processing, spreadsheets, database, publisher.
- Ability to coordinate and handle a variety of administrative responsibilities.
- Ability to establish and maintain professional working relationships with employees, management officials, outside agency representatives and the general public.

NECESSARY SPECIAL REQUIREMENTS

- 1) Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- 2) Driving is an essential function of this position. Incumbent must have and maintain a driving record which qualifies them for coverage under the tribal insurance policy (tribal insurance qualifications are independent of DMV issuance of a driver's license) and maintain certification to operate tribal vehicles for business purposes.
- 3) Must complete and pass pre-employment screening.
- 4) Must be able to pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.