



# Trempealeau County Opening Part-Time, Fill-In HR Clerk

## **PURPOSE OF POSITION:**

The Human Resources department of Trempealeau County is accepting applications for a Human Resources Clerk. The purpose of this position is to provide reception and routine clerical support in performing a variety of Human Resources functions. Maintains confidential personnel files and records. The work is performed under the direction of the Human Resources Director.

Seeking candidate or candidates to provide full-time coverage July through October 2019 with consideration of continued employment on a part-time basis (16 hours per week on average) for the remaining of the year and ongoing. Flexible scheduling available Monday through Friday 8:00 a.m. – 4:30 p.m.

## **REQUIRED QUALIFICATIONS:**

High School Diploma with two years clerical work experience, or any combination of education and experience that provides equivalent knowledge skills and abilities. Associates Degree in Business, Public Administration, Human Resource Management, Accounting or related field desired.

## **COMPENSATION / BENEFITS:**

The 2019 starting wage for this non-exempt position is \$14.22 to \$16.16 per hour. Trempealeau County's compensation plan considers annual wage step increases. This is a part-time/fill-in position working less than 20 hours per week on average and does not qualify for benefits.

All required application materials may be found at [www.tremplounty.com](http://www.tremplounty.com)

To be considered a completed Trempealeau County Employment Application must be submitted (via mail, email, fax, or hand-delivered) to Human Resources by:

**Application Deadline 4:30 p.m. May 15, 2019**

### **Trempealeau County Human Resource Department**

36245 Main St., PO Box 67, Whitehall, WI 54773

Telephone: 715-538-2311 ext. 224

Fax: 715-538-4776

Email: [hr@co.trempealeau.wi.us](mailto:hr@co.trempealeau.wi.us)

Visit our website at [www.tremplounty.com](http://www.tremplounty.com)

Equal Opportunity Employer / Affirmative Action

## Trempealeau County Position Description

<b>Name:</b>		<b>Department:</b>	Human Resources
<b>Proposed Title:</b>	Human Resources Clerk	<b>FLSA:</b>	Non-exempt
<b>Date:</b>	January 2019	<b>Reports To:</b>	Director of Human Resources

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### **Purpose of Position**

The purpose of this position is to provide reception and routine clerical support in performing a variety of Human Resources functions. Maintains confidential personnel files and records. The work is performed under the direction of the Human Resources Director.

### **Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Scanning documents and transferring of data to spreadsheets and files.

Audits deductions and pay increases for accuracy.

Maintains HR software system (People Traks) and enters updates with changes as they occur. Maintains employee files and records.

Enters data for various requests and projects to assist HR Director/HR Generalist and Personnel Bargaining Committee in decision making.

Picks-up and distributes incoming mail and processes outgoing mail.

Acts as agency receptionist. Takes and relays messages. Obtains and provides information as appropriate or refers to appropriate personnel. Answers and routes telephone calls. Distributes information as appropriate. Greets and directs internal/external customers. Distributes information and materials as necessary.

Assembles and gathers employment documents and other materials as necessary in preparation for new employee orientation, separations, trainings, meetings, annual health insurance and voluntary benefit enrollments, etc.

Assist with recruitment process. Posts job openings online. Distributes application materials and manages received paper applications and the recruiting email box. Assists with maintaining recruiting filing system. Schedules interview appointments, prepares interview packets and notifies applicants regarding the status of their application.

Maintains general knowledge of agency operations, including computer programs, and keeps abreast of general guidelines.

Types general correspondence as needed. Prepares department files, envelopes, labels. Files and photocopies materials.

Maintains confidentiality.

Maintains regular and predictable on-site attendance.

All other duties as assigned by the HR Director.

## **Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

Orders and maintains office supplies.

Attends training programs as assigned.

## **Minimum Training and Experience Required to Perform Essential Job Functions**

High School Diploma with two years clerical work experience, or any combination of education and experience that provides equivalent knowledge skills and abilities. Associates Degree in Business, Public Administration, Human Resource Management, Accounting or related field desired.

## **Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Language Ability and Interpersonal Communication**

Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.

job vacancy advertisements, insurance forms, retirement system forms, invoices, billing statements, vouchers, expenditure reports, purchase orders, inventories, personnel policies, job applications, resumes, labor/employment contracts, payroll reports, employment forms, notices, meeting minutes, agendas, surveys, computer software operating manuals, procedures, guidelines and non-routine correspondence.

Ability to communicate orally and in writing with county employees, County Board Supervisors, insurance contacts, and job applicants.

### **Mathematical Ability**

Ability to add, subtract, multiply, divide and calculate percentages, fractions, and decimals. Ability to interpret basic descriptive statistical reports.

### **Judgment and Situational Reasoning Ability**

Ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagram or schedule form. Ability to exercise independent judgment to adapt or modify methods and standards to meet variations in assigned objectives.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.

**Physical Requirements**

Ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer, scanner and photocopier.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as typing and data entry.

Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling.

Ability to recognize and identify individual characteristics of shapes and sounds associated with job-related objects, materials and tasks.

**Environmental Adaptability**

Ability to work under conditions which require exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation. This exposure may cause discomfort and may present a limited risk of injury.

Trempealeau County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date