

THE MORRIS COUNTY PARK COMMISSION

Job Description

Title: Administrative Assistant – Human Resources

Part Time: Annual or Seasonal

Division: Administration

Effective Date: 1/15/2019

Prepared by: F. Brink

Approved by: R. Vitale

Position Charter:

Under the direction of the Director of Personnel and the Human Resources Manager, is responsible for assisting in the administrative and record keeping functions of the Humans Resources operating units. In this capacity, performs the typing, data entry and file maintenance functions for the area and assists in communications with the staff, the public and other operating units and external service providers.

Essential Functions:

- Ensures the confidentiality of Personnel Information.
- Assists HR Coordinator in all aspects of the new hire and rehire (FT/PT) on boarding process, including reference verification process, criminal background checks and medical clearance.
- Prepares and posts internal job postings as required by collective bargaining agreements.
- Maintains seniority lists, emergency contact information, gender equity forms and organizational charts
- Keeps HR Manager and HR Coordinator well informed
- Prepares and distributes evaluation forms to Directors semi-annually.
- Receives and delivers various verbal and written directions.
- Answers the telephones, responds to questions within the scope of his/her position, and refers calls to the Human Resources Manager or other appropriate individual.
- Researches answers to requests and employee concerns.
- Updates and maintains personnel files.
- Completes other tasks as assigned.

Other Functions:

- Assists in the maintenance of Park Commission retiree information.
- Assists in the overall customer service functions of the Park Commission.
- Assist with maintenance of Park Commission intranet.

Qualifications:

- Baccalaureate or Associates degree from an accredited institution of higher learning in Human Resources, Labor Studies & Employment Relations or related field is desirable.
- Three years of clerical or secretarial experience, preferably with two years in a human resource/payroll capacity for a public employer.
- Hands-on use of personal computer and applications with proficiency in Microsoft Office Products, specifically Excel & Word.
- Ability to communicate effectively in both verbal and written capacity; to compose routine correspondence professionally.
- Strong attention to detail and accuracy is essential.
- Ability to comprehend established office routine, rules, and regulations of complexity; to organize assigned work and develop effective work methods.
- Ability to perform the essential functions of the position with or without reasonable accommodation.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.