

## TOWN OF EXETER

**JOB TITLE: Human Resources Assistant**

10/2023

**DEPARTMENT:** Human Resources

**EMPLOYMENT STATUS:** Part-Time, Non-Union, 20 hours per week.

**EXEMPT STATUS:** *Hourly Non-Exempt*

**LABOR GRADE:** 5 \$22.95-\$24.35 per hour

**JOB SUMMARY:**

This position is responsible for multiple administrative functions within the Human Resources department. The HR Assistant will work with the HR Generalist to ensure all HR paperwork and files are filed in an organized, timely manner. They will assist with benefits administration, wellness initiatives and payroll changes. This position will be assisting the HR Generalist in data entry, they will upkeep HR data in MUNIS, as well as assist employees who want to make changes to deductions. This position will be handling confidential employee information and will be responsible for maintaining confidentiality in all tasks performed.

**SUPERVISION RECEIVED:**

The HR Assistant receives direct supervision from the Human Resources Director and is evaluated by the Human Resources Director based upon job performance and the achievement of assigned goals and objectives. The HR Generalist will work with and guide the HR Assistant on filing and maintaining HR data in MUNIS. The position may take general supervision from the Town Manager. Position may also assist Town Manager's office.

**SUPERVISION EXERCISED:**

This position has no formal assigned supervisory responsibility or authority.

**ESSENTIAL DUTIES:** (The listed examples may not include all duties of the position)

1. Maintenance of Personnel files. This includes assisting with organizing our file storage room as well as keeping up filing all employee changes related to pay, benefits, and deductions. This will include scanning documents and saving electronically, as well as filing physical copies.
2. Data entry into Microsoft Excel, Google Sheets and MUNIS for various tasks.
3. Serves as a back up to the Town Managers office as needed.
4. Maintains and updates Human Resources Town website.
5. Working with the HR Generalist to assist with various clerical responsibilities related to benefits, employee changes and deductions, onboarding, and answering employee questions.
6. Performs other related duties as assigned.

## KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

1. Knowledge of Human Resources practices, policies and procedures.
2. Knowledge of town policies and procedures, ordinances and state and federal statutes.
3. Proficient in Microsoft Excel and Google Sheets
4. Skill in public and interpersonal relations. Be comfortable working in a shared office.
5. Skill in the use of office equipment, such as a computer, copier/scanner, fax machine, postal machine, telephone, calculator and relevant software.
6. Knowledge and skill of payroll and human resources software.
7. Ability to maintain accurate records and files.
8. Ability to communicate effectively, both verbally and in writing.
9. Must be able to strictly maintain confidential information and exercise discretion in delicate situations.
10. Ability to demonstrate good teamwork, leadership, interpersonal and customer-service skills and positive attitude.
11. Ability to establish and maintain effective working relationships with employees, town officials, the general public, regional, state and federal officials.

## SUPERVISORY CONTROLS:

The supervisor provides continuing or individual assignments by indicating generally what needs to be done, limitations, quantity and quality expected, deadlines and priority of assignments. The supervisor provides additional, specific instructions for new, difficult or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

### GUIDELINES:

Procedures for doing the work have been established and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of the several established alternatives to use. Situations to which the existing guidelines cannot be applied, or significant proposed deviations from the guidelines, are referred to the supervisor.

### COMPLEXITY:

The work consists of duties that involve related steps, processes or methods. The decision regarding what needs to be done involves various choices requiring the employee to recognize the existence of, and differences among, a few easily recognizable situations.

### SCOPE AND EFFECT:

The work involves the execution of specific rules, regulations or procedures, and typically comprises a complete segment of an assignment or project of broader scope. The work product or service affects the accuracy, reliability, or acceptability of further processes or services.

### PERSONAL CONTACTS:

The personal contacts are with employees in the same agency, but outside the immediate organization. People contacted generally are engaged in different functions, missions and kinds of work. The contacts are with members of the general public, as individuals or groups, in a moderately structured setting (e.g., the contacts are generally established on a routine basis, usually at the employee's work place; the exact purpose of the contact may be unclear at first to one or more of the parties; and one or more of the parties may be uninformed concerning the role and authority of other participants).

### PURPOSE OF CONTACTS:

The purpose is to plan, coordinate or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

### PHYSICAL DEMANDS:

The role includes tasks that the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile; etc. Must be able to lift 35 pounds.

### WORK ENVIRONMENT:

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated and ventilated.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY:

Positions at this level have no formal assigned supervisory responsibility or authority. Employees are responsible only for the performance of their own assigned work. They may be asked to train new employees in the fundamentals of the job or to participate in cross-training of other employees in the department, but such assignments do not include the on-going authority to assign and review the work of other employees or to recommend or take corrective action with regard to the performance of other employees.

MINIMUM QUALIFICATIONS:

1. Knowledge of MS Office, including Word and Excel required. Experience with MUNIS software and union contracts is a plus.
2. Experience filing confidential paperwork in a professional setting is required.
3. Basic knowledge of retention laws as well as ADA, FMLA, FLSA and other federal and state DOL employment laws.

I, \_\_\_\_\_, have received a copy of this job description. I have read and fully understand the contents and responsibilities of this position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date