



37.5 hrs	Sr. Administrative Assistant HR		Job Description
Direct Report	Human Resources Director	Grade	E \$46,679 - \$58,040
Department	Administrative Services	FLSA	Non-Exempt
Division	Human Resources	Bargaining Unit	Non- Union
Date	August 2016	Location	Town Hall

Summary

Performs a variety of routine and complex clerical, secretarial, and administrative work with a concentration in employee benefits, serves as Human Resources Receptionist answering phones, receiving the public, providing customer assistance, data processing, health insurance administration, workers compensation filing, 111f and bookkeeping. Assists in keeping official records and providing administrative support to the Human Resources department staff.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assists employees and retirees in the handling of all benefits issues as well as other personal and confidential issues.
2. Composes, types, and edits a variety of correspondence, reports, memoranda, and other material.
3. Assists in the development of short and long range plans. Gathers, interprets, and prepares data for studies and reports.
4. Answers incoming phone calls, provides information, and/or routes callers to other departments and agencies as appropriate.
5. Maintains proper documentation on public safety injured on duty claims, including bill rating and processing.
6. Assists employees and retirees with health insurance, life insurance, dental insurance, 457 deferred compensation plans, OBRA and other related employee benefit enrollment and changes to enrollment.
7. Administers COBRA enrollment and payment.
8. Maintains workers comp records, files reports, and administrates 111f injured on duty bill rating and payment.
9. Receives the public and answers questions; responds to inquiries from employees and others and refers, when necessary, to appropriate persons.
10. Receives, stamps, and distributes incoming mail and processes outgoing mail.
11. Prepares records such as notices, minutes, and resolutions.
12. Acts as custodian of departmental documents and records; assists with the maintenance of departmental personnel records including the oversight of electronic document storage.
13. Establishes and maintains filing systems, control records, and indexes.
14. Maintains inventories and orders office supplies and materials.
15. Schedules appointments and performs other administrative and clerical duties as assigned.
16. Provides administrative support to Human Resources Director.

Peripheral Duties

This position may serve on employee committees as requested.

Supervisory Responsibility

This Position may supervise part time seasonal intern.



Sr. Administrative Assistant Human Resources

Competencies

Personal Effectiveness	Credibility / Confidentiality	Thoroughness & Attention to Detail
Communication Proficiency	Technical Knowledge	Customer Service
Discernment/Judgment	Adaptability	

Work Environment

Work is mostly performed in an office environment. The noise level is usually quiet.

Physical Demands

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Hours

This is a full time position with typical 37.5 hours per week. Some fluctuation may occur to cover Town Hall operating hours of 7:30 AM to 5:30 PM Monday, Wednesday, Thursday, and 7:30 AM to 7:00 PM Tuesday. Town Hall is closed on Fridays. Occasional off hour meetings may be required.

Minimum Qualifications

1. Graduation from a 2 year college certificate program or equivalent; and
2. Three to five years' work experience in an office setting with knowledge of Human Resources practices; **or**
3. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Special Requirements

HIPPA Certification

Additional Knowledge, Skills and Abilities

1. Knowledge of municipal regulations;
2. Knowledge of HIPAA, COBRA and Affordable Care Act;
3. Ability to communicate effectively, orally and in writing;
4. Ability to maintain confidential information;
5. Ability to exercise independent judgment;
6. Ability to establish effective working relationships with employees, supervisors, retirees, outside agencies and the general public;
7. Skill in the operation of computers and assigned software, including Microsoft Office and Laserfiche;
8. Skill in the operation of all required tools and equipment, including copier, scanner and shredder;
9. Excellent multitasking skills.



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Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice as needed by the Town of Reading within the scope of departmental needs.

Signatures

This job description has been approved by all levels of management:

Town Manager: _____ HR: _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____