



# Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

*An Equal Opportunity Employer*

<b>Title:</b> <b>Human Resources Assistant</b>	<b>Opening Date:</b> <b>May 3, 2022</b>	<b>Application Deadline:</b> <b>Open Until Filled</b>	<b>Job #:</b> <b>220311</b>
<b>Department:</b> <b>Human Resources</b>	<b>Starting Salary:</b> <b>\$19.00 - \$20.00 Hourly</b>	<b>Location:</b> <b>Bastrop, Texas</b>	<b>Travel:</b> <b>N/A</b>

## **INTERNAL/EXTERNAL JOB POSTING**

**Brief Job Description:** This position performs various administrative tasks related to the human resources functions. Work involves processing personnel actions including, but not limited to: creating job postings, new hire processing, and assisting applicants and employees with various personnel related questions. This position is also responsible for compiling statistical data and performing receptionist and general office duties.

**Knowledge, Skills and Abilities:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Minimum Qualifications:** Two (2) to three (3) years previous experience performing Human Resources management work in an office setting; prior experience or training related to employee benefits preferred; or an equivalent combination of education, training and experience.

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Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities.

A Bastrop County Job Application is required, and can be completed at:

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ae5-b3d7-a59c651de914> Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

**IMPORTANT NOTE TO ALL APPLICANTS:** Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. This position has a six month eligibility list for qualified applicants. Visit our website at:

<http://www.co.bastrop.tx.us/page/co.jobs>

**BASTROP COUNTY, TEXAS**  
**Job Description**

*Job Title: Human Resources Assistant*

**Department:** Human Resources

**FSLA Status:** Non-Exempt

**Reports To:** Human Resources Director

**SUMMARY:** This position performs various administrative tasks related to the human resources functions. Work involves processing personnel actions including, but not limited to: creating job postings, new hire processing, and assisting applicants and employees with various personnel related questions. This position is also responsible for compiling statistical data and performing receptionist and general office duties.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives supervision from the Human Resources Director.

Exercises no supervision.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Primary person responsible for performing receptionist and general office duties including answering HR Department main line and greeting employees/visitors while ensuring superior customer service and maintaining complete confidentiality;
2. Responsible for creating and maintaining all department files, including all other file room responsibilities;
3. Provides recruitment assistance to Department Heads and Elected Officials for job postings; drafts all County job postings and manages the posting of all open positions as directed and assists throughout the onboarding process;
4. Assists with all new employees and terminations and provides/inputs information as required;
5. Reconciles monthly HR Department expenditures for travel, training, services, supplies, and equipment to ensure proper accounting for expenditures and funds availability;
6. Responsible for many employee monthly, quarterly, and annual reports/documents.

**OTHER FUNCTIONS:** Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job.** **NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

**MINIMUM QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

- Personal Computer skills and software, including Microsoft Office;
- Professional Customer Service skills;
- Basic auditing and accounting fundamentals;
- Proper English usage, spelling, grammar and punctuation;
- Standard office policies, procedures, and equipment;
- Bastrop County policies and procedures.

**Ability to:**

- Perform multiple tasks simultaneously in a timely manner;
- Analyze job requirements, and to prepare job descriptions and job postings;
- Record, and disseminate accurate information from telephone conversations and personal contact;
- Communicate clearly and concisely, both verbally and in writing;
- Complete routine business correspondence;
- Effectively speak to small audiences to convey information;
- Properly interpret, understand and make decisions in accordance with laws, regulations and policies;
- Conduct business with the public in a professional, courteous manner;
- Function independently, exercise good judgment, manage multiple projects, and meet deadlines;
- Establish and maintain effective working relationships with those contacted in the course of the job;
- Demonstrate personal communication skills including effective telephone skills and public speaking;
- Operate equipment required to perform essential job functions;
- Work independently in the absence of supervision;
- Maintain confidentiality of information encountered in work activities at all times.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse;

occasional reaching Lifting: Occasional light lifting and carrying (under 15 pounds)

Mental Demands: Work with frequent interruptions; maintain emotional control under stress.

**EXPERIENCE, EDUCATION, and LICENSING:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Two (2) to three (3) years previous experience performing Human Resources management work in an office setting; prior experience or training related to employee benefits preferred; or an equivalent combination of education, training and experience.

**Education:**

High School diploma or equivalent.

**Licensing:**

Possession of a valid Texas driver's license.

**SELECTION GUIDELINES:**

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.*

