

**CITY OF GAHANNA, OHIO
CLASS SPECIFICATION**

CLASS TITLE: Human Resources Secretary
DEPARTMENT: Human Resources
REPORTS TO: Director of Human Resources

CLASS CODE: 604
FLSA STATUS: N
DATE: 2/11

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Performs general secretarial duties for the department, including answering incoming phones, entering data, assisting employees and job candidates; Effectively and confidentially manages the human resources front desk area, providing excellent service as the department's first point of contact.

ESSENTIAL JOB FUNCTIONS:

Importance	Tasks	% of Time
1	Performs general administrative duties as assigned by the Director of Human Resources and the Human Resources Coordinator including but not limited to completing and maintaining all employee files (personnel files, FMLA files, medical files, Workers Compensation files, I-9 records, etc) mail correspondence (including date-stamping all items as required), new hire paperwork filing to vendors and organizations, all correspondence with applicants including offer letters, orientation scheduling, test dates, test scores, paperwork needed, etc; schedules interviews, performs reference checks for part time employees; and responds to verification of employment requests	25
2	Answers Human Resources telephones: answers incoming lines, directs misdirected calls to appropriate departments;	15
3	Assists Human Resources Department members by compiling complex information such as local market labor data both union and non-union; coordinating services and programs such as the scheduling of vendors for the wellness program, scheduling testing sites, etc; transcribing and preparing correspondence and reports, including testing information and scores for applicants and civil service; administering accounts; maintaining all databases within Human Resources and updating the HR section of the Intranet and Internet; performs orientations for part time employees when required; assisting the public as needed;	25
4	Meets and greets employees or others having business with the Human Resources department; assists applicants with the on-line application system.	5
6	Serves as records officer for the Human Resources Department by assuming responsibility for handling records; knows rules and procedures and acts as a liaison with the Records Administrator; assists with all records requests to the Human Resources Department;	10
7	Assists department in carrying out various human resources programs and procedures for all City employees; understands basic human resource principles and communicates known events to the Human Resource Coordinator or Director of Human Resources.	5

** Regular, predictable, and punctual attendance is required.

IMPORTANT JOB FUNCTIONS:

Promotes the objectives of the department and maintains a high level of professionalism and confidentiality.

Responsible for fielding calls from the main human resources number, providing general information to employees and other department contacts;

Responsible for taking care of human resources mail sorting and distribution

Assist in recruitment process and support for seasonal employees;

Responsible for creation and maintenance of the City's security badges; assist in maintaining other department databases.

Assist with data entry in HRIS and time and attendance system;

Assists in benefits administration to include assisting employees in basic questions and providing enrollment and change reporting to vendors;

Responsible for creating new hire orientation manuals, benefits packets, personnel files, offer letters, and other recordkeeping files;

Performs all other duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer General Office equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; and,

One to two years of secretarial experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

None Required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Internal departmental policies, programs and procedures.

Applicable state, federal and local ordinances, laws, rules and regulations related to area of assignment.

External governmental bodies and agencies related to area of assignment.

Basic understanding of human resources function

Office and secretarial practices and procedures, such as business letter writing and the operation of standard office equipment, including a computer.

All computer applications and hardware related to performance of the essential functions of the job.

Standard business arithmetic, including percentages and decimals.

Record keeping, report preparation, filing methods and records management techniques.

Skill in:

Preparing clear and concise reports, correspondence and other written materials.

Using tact, discretion, initiative and independent judgment within established guidelines.

Analyzing and resolving office administrative situations and problems.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Typing from rough draft or printed text using a computer or typewriter.

Using a computer to accurately and rapidly enter and retrieve data and information. Communicating orally and in writing with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Operation and routine maintenance of general office machines such as copiers, facsimile machines, and telephone systems.

Mental and Physical Abilities:

Ability to prioritize workload and effectively handle multiple urgent tasks at once.

Ability to read and interpret documents such as operation and maintenance instructions, procedure manuals, and so forth.

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to establish and maintain effective working relationships with others.

Ability to draft and type correspondence.

While performing the essential functions of this job, the incumbent is regularly required to sit; use hands to grasp, handle, or feel objects; keyboard; reach with hands and arms; speak and hear; read and write; and occasionally push, pull and/or lift light objects up to 10 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

Prepared by:	Date:
Approvals: Supervisor/Manager:	Date:
Director:	Date:
Human Resources:	Date:
I understand the above job description details my current job duties: Employee Signature	Date:

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.