SANDY CITY
APPROVED POSITION SPECIFICATION

I. Position Title: Human Resources Secretary

Revision Date: 10/04
EEO Code: Administrative Support
Status: Non-exempt

II. Summary Statement of Overall Purpose/Goal of Position:

Under the supervision of the Director of Human Resources & Management Services provides direct support for employee recruitment and selection, assists in the administration of the City's employee benefit program, maintains the City's personnel files, receives and screens telephone calls and walk-in public, types various documents and performs other clerical duties as needed.

III. Essential Duties

A. RECRUITMENT AND SELECTION

- Advertises position openings by posting announcements, printing and mailing employment announcement cards, updating the job hotline, posting jobs on the cable access channel, or other methods as requested .
- Addresses concerns of applicants throughout the selection process.
- Sends prospective employees for drug testing, notifying department/division heads of test results
- Sets up physicals for new police officers and firefighters
- Checks that prospective employees have a valid driver's license
- Gathers enrollment forms and puts together new hire packets
- Assist in providing training needed by Receptionist to perform duties related to the City's hiring process
- Assists applicants and departments by answering questions about the hiring process
- Send letters notifying applicants of selection process.

B. PERSONNEL AND RECORDS

- File various information in personnel, medical and I-9 files
- Assists with the city's Drug Free Workplace program by setting times and dates for random drug screening, maintaining associated documentation and notifying departments of test results.
- Monitor files for completeness and for compliance with applicable requirements
- Make copies of Personnel correspondence
- Prints and distributes emergency employee telephone listings on a quarterly basis.

C. GENERAL SECRETARIAL DUTIES

- Answer incoming calls and direct inquiries to appropriate individuals.
- Type various office correspondence and memos
- Process time cards for department
- Assist in the administration of the City's Life Be Fit Wellness program
- Serves as division purchasing representative.

IV. Qualifications:

Education: The equivalent of one year full time clerical training through a secondary or post secondary vocational program.

Experience: Two years of prior experience in secretarial and human resource activities with demonstrated competence; may substitute education and experience on a year-for-year basis.

Responsibility for: Employee information, including salary and benefits information, discipline and performance evaluations that must be kept confidential; information concerning various grievances that must not leave the Personnel office. Moderate responsibility for actions that may lead to liability from a risk management perspective.

Communication Skills: Ability to communicate effectively verbally and in writing using proper grammar and spelling; ability to professionally furnish and obtain information from other departments; ability to work effectively as a team member; ability to serve customers including constant contact with the public, city employees, and frequent outside contact with persons of high rank, requiring tact and judgement; requires well developed sense of strategy and timing.

Equipment Operation: Type 50 wpm; requires regular use of a computer (using word processing, database, spreadsheet and document imaging software), printer, copier, and telephone system; occasional use of 10-key adding machine and ability to perform basic arithmetic.

Analytical Ability: Ability to organize both in terms of one's time as well as large volumes of information and records; ability to prioritize tasks; work well under pressure and impending deadlines; establish effective working relationships with employees and the public.

V. Working Conditions:

Generally comfortable working conditions; frequent exposure to stressful situations as a result of human behavior and frequent deadlines; limited evening and weekend work required; very frequent contact with employees and the public; near constant mental application; occasional exposure to inclement weather conditions visiting work places and work sites of employees.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.