



**VILLAGE OF HOFFMAN ESTATES  
JOB DESCRIPTION  
TEMPORARY HR  
ADMINISTRATIVE STAFF ASSISTANT - PT**

EFFECTIVE DATE: 07/01/2014

<b>DEPARTMENT:</b> Human Resources Management	<b>WORK LOCATION:</b> Village Hall	<b>FLSA STATUS:</b> Non-exempt	
<b>CLASS CODE:</b>	<b>RANGE:</b> 10	<b>PENSION:</b> None	<b>UNION:</b> NU
<b>REPORTS TO:</b> Director of Human Resources Management	<b>LEVEL OF SUPERVISION RECEIVED:</b> General supervision of Director of HRM and direct supervision of HR Coordinator	<b>LICENSE/CERTIFICATES:</b> None	

**SUMMARY:**

Performs a variety Human Resources related duties ranging from routine to complex. These include but are not limited to: keeping official records, general administrative support, data entry, receiving and responding to phone calls, filing, researching information for special projects and performing confidential work.

Responds to and interacts with residents, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Responsible for data entry of employee records in the Sungard and Access systems. Maintain HRIS and prepare reports and queries.	Daily 15%
2.	Responsible for maintenance of personnel files and employee cards.	Weekly 10%
3.	Answer the Human Resources main line and answer inquiries from employees,	Daily

	the general public and other agencies. Respond to inquiries received in person, or in writing. When necessary, refers inquiries to appropriate staff member or department.	20%
4.	Types and edits a variety of correspondence, minutes and reports, agendas, letters, charts, numerical information, and other material as needed. Independently composes a variety of letters and memos for mailing and distribution.	Weekly 15%
5.	Completes employment verification and mortgage forms, coordinating with Payroll Coordinator and returning to requesting institution.	Annually 10%
6.	Proofreads reports and spreadsheets to ensure accuracy. Distributes forms and notices to Village Departments. Assists with large mailings including copying, collating, stuffing envelopes and labeling.	Monthly 10%
7.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily 90%

JOB NO.	OTHER RELATED DUTIES
1.	Receives, stamps and distributes incoming mail; processes outgoing mail including stuffing and labeling envelopes.
2.	Provides backup to and for the Human Resources Coordinator and the Human Resources Specialist.
3.	Composes and posts employee family funeral notices.
4.	Follows Village-wide and departmental safety rules and practices.
5.	Performs other duties, tasks, and responsibilities as assigned.
<b>SUPERVISORY RESPONSIBILITIES: (Select one – required)</b>	
<input checked="" type="checkbox"/> None required <input type="checkbox"/> Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. <b>(List specific responsibilities below)</b>	

**EDUCATION, EXPERIENCE AND COMPUTER SKILLS:**

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

**Education Level (Select one - required)**

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Ph.D)

Degree or coursework should be in...

*Enter degree or coursework here*

**Experience Level (Select one - required)**

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years related experience

**Additional Experience (Select as appropriate)**

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

*Enter number of years required here*

*Enter number of years required here*

**Computer Skills (Select as appropriate)**

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications:

*Microsoft Office Suite*

**COMMUNICATION SKILLS:**

**English Language/Communication Skills (Select one)**

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

**Foreign Language Skills (Complete if applicable)**

- Foreign language skills Ability to speak and/or read, write and comprehend...
  - A Plus
  - Preferred
  - Required

**Required Language:**

**REQUIRED COMPETENCIES:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

**WORKING KNOWLEDGE OF:**

- Office practices and procedures.
- Business English, spelling, grammar, sentence structure and arithmetic.
- Administrative support procedures and practices and principles of office management.

**ABILITY TO:**

- Initiate, compose, prepare and type correspondence and complex reports.
- Accurately type at sixty (50) words-per-minute.
- Learn and use database software.
- Perform arithmetic computations accurately and quickly.
- Perform multiple tasks simultaneously.
- Work independently.
- Analyze and synthesize large volumes of information.
- Ask probing questions and prioritize amount of time consumed for job tasks while writing job descriptions.
- Devise improved office procedures as needed.
- Maintain filing systems.
- Understand and follow complex oral and written instruction.
- Learn repetitive tasks in a reasonable length of time.
- Prioritize work, information and time demands.
- Handle and maintain confidential information.
- Communicate effectively verbally and in writing.
- Follow verbal and written instructions.
- Respond to and interact with residents, employees and others within and outside the organization in a professional and effective manner.
- Establish successful working relationships with other employees, supervisors and other departments.
- Read, write, speak and comprehend the English language.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

*(mark all 17 activities)*

----- Amount of Time -----

<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	<u>  X  </u>	_____	_____
Walks	_____	<u>  X  </u>	_____	_____
Sits	_____	_____	_____	<u>  X  </u>
Uses fingers in a repetitive motion	_____	_____	_____	<u>  X  </u>
Uses hands to grasp, finger, handle, or feel	_____	_____	_____	<u>  X  </u>
Reaches with hands and arms above shoulder	_____	<u>  X  </u>	_____	_____
Climbs or balances	_____	<u>  X  </u>	_____	_____
Twists or turns	_____	_____	<u>  X  </u>	_____
Stoops, kneels, crouches, bends, or crawls	_____	<u>  X  </u>	_____	_____
Pulls, pushes, or carries	_____	_____	<u>  X  </u>	_____
Talks or hears	_____	_____	<u>  X  </u>	_____
Tastes or smells	<u>  X  </u>	_____	_____	_____
Operates a motor vehicle or heavy equipment	<u>  X  </u>	_____	_____	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	_____	_____	<u>  X  </u>
Lifts or move 10 to 20 pounds (light)	_____	_____	<u>  X  </u>	_____
Lifts or move 20 to 50 pounds (moderate)	_____	<u>  X  </u>	_____	_____
Lifts or move 50 to 100 pounds (heavy)	<u>  X  </u>	_____	_____	_____

**VISION DEMANDS:**

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

**Other Vision Demands (select if applicable)**

\_\_\_\_\_ Absence of color blindness

  X   Corrected vision of...

\_\_\_\_\_ Uncorrected vision of...

<i>20/20</i>
<i>Enter specific vision requirement here</i>

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

<b>(mark all 15 conditions)</b> <b><u>Environmental Conditions</u></b>	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	_____	_____	_____	<u>  <b>X</b>  </u>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	<u>  <b>X</b>  </u>	_____	_____	_____
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<u>  <b>X</b>  </u>	_____	_____	_____
Works near moving mechanical parts	<u>  <b>X</b>  </u>	_____	_____	_____
Works in high precarious places, underground, or confined spaces	<u>  <b>X</b>  </u>	_____	_____	_____
Flying debris or airborne particles	<u>  <b>X</b>  </u>	_____	_____	_____
Fire, smoke, fumes, gases, or noxious odors	<u>  <b>X</b>  </u>	_____	_____	_____
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<u>  <b>X</b>  </u>	_____	_____	_____
Risk of electrical shock	<u>  <b>X</b>  </u>	_____	_____	_____
Works with explosives or risk of radiation	<u>  <b>X</b>  </u>	_____	_____	_____
Vibration	<u>  <b>X</b>  </u>	_____	_____	_____
Extreme illumination	<u>  <b>X</b>  </u>	_____	_____	_____
Low noise level (Normal voice tones)	_____	_____	_____	<u>  <b>X</b>  </u>
Moderate noise level (Raised voice levels)	<u>  <b>X</b>  </u>	_____	_____	_____
High noise level (Shouting/ear protection may be needed)	<u>  <b>X</b>  </u>	_____	_____	_____

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:

  
\_\_\_\_\_  
Department Director

Reviewed Approval:

  
\_\_\_\_\_  
Human Resources Management Director

Approved:

  
\_\_\_\_\_  
Village Manager

Effective Date: \_\_\_\_\_

Revision Date: \_\_\_\_\_