

**INGHAM COUNTY
JOB DESCRIPTION**

ADMINISTRATIVE SECRETARY - HUMAN RESOURCES

General Summary:

Under the supervision of the Human Resources Director, provides secretarial support to the Human Resources Director and Assistant HR Director / Labor Relations. Schedules appointments, arranges meetings, creates and maintains data bases, and prepares a variety of correspondence, reports, announcements and other materials. Performs a variety of functions unique to Human Resources including coordinating the Deferred Compensation Program. Maintains confidential records, including personnel files and records, grievances, and other sensitive material.

Essential Functions:

1. Provides secretarial support to the Human Resources Director and Assistant HR Director / Labor Relations, including scheduling appointments, arranging meetings, processing mail, and preparing correspondence, departmental reports, charts, tables, graphs, brochures, flyers, graphics, and press releases. Creates, maintains, and updates data bases, personnel files, and administrative files. Responsible for administrative mailings and e-mails to employees, managers, department heads, and unions.
2. Receives and screens visitors and calls to the HR Director and Assistant HR Director / Labor Relations, responding to and routing calls from employees and inquiries from the public.
3. Serves as the Deferred Compensation Coordinator and contact person for agents and employees. Prepares deferred compensation correspondence and mailings to employees and Department Heads. Schedules open enrollments and appointments, and provides program brochures, information, and forms as requested.
4. Serves as Purchase Card Coordinator.
5. Processes time cards for the department, maintains and updates records, tracks department family sick and Family Medical Leave Act hours, and prepares annual accounting report for Financial Services Department.
6. Types job descriptions and maintains position files. Maintains and updates job description data base and manual.
7. Coordinates Human Resources Department documents for the Administrative Services / Personnel Committee meetings for the Ingham County Board of Commissioners, includes preparing, maintaining and updating resolutions, staff reviews, and support documentation, and e-mailing, faxing, and mailing Administrative Services / Personnel Committee correspondence.
8. Processes union dues and forwards to Employee Services Coordinator for system input. Maintains and updates union dues records, and processes terminated report to identify terminated employees.

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9. Creates, updates and maintains documentation, files, and data base for the Grievance procedure. Tracks open and closed grievances and processes end-of-year report on grievances.
10. Records meeting minutes for the Health Coalition. Prepares monthly agenda packet and mails to members. Maintains and updates files.
11. Orders, receives, and maintains supplies for the Department from the County's supply company, Purchasing Department, and outside vendors. Maintains records and coordinates receipts for payment.
12. Maintains conference room schedule and coordinates meeting room equipment. Schedules and makes arrangements for other meetings and workshops as assigned, includes coordinating with Purchasing and Properties Department on conference room use.
13. Processes a variety of forms and reports and updates and maintains related files including educational reimbursement forms, Union Quarterly Reports, requests for sick time donations, and other HR related activities.
14. Assists with the annual Service Awards Program, includes creating and coordinating correspondence, maintaining employee information, creating award certificates, booklets, invitations, and County press releases, and performing other duties as needed.
15. Coordinates the MERS Delegate Election, includes conducting elections, processing ballots, notifying winners, providing information as requested, and maintaining records.
16. Provides back-up front desk support, responding to employment verification calls and related reception functions.
17. Prepares information in compliance with the Freedom of Information Act requests.
18. Participates in and/or coordinates special projects such as organizing mailings, assembling and distributing project materials to departments, and providing related support.
19. Other duties as assigned.

Other Functions

1. None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications

Education: High school graduation with some advanced course work in data processing, secretarial, and related areas.

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Experience: Two years of secretarial or related administrative experience dealing with personnel administration, human resources, labor relations, or closely related setting.

Other Requirements: None listed.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):*

Ability to access departmental files.

Ability to enter and retrieve information from computer.

Ability to ascend or descend stairs or ladders to access supplies or store boxes.

Ability to lift and/or move boxes of supplies or files weighing up to 25 lbs.

Working Conditions:

Works in office conditions.

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