

**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, schedules HR Caucus Room, creates and maintains HR data bases, and prepares a variety of correspondence, reports, announcements and other materials. Performs a variety of functions unique to Human Resources including creating, updating and maintaining the County job description database, coordinating the Deferred Compensation Program, MERS Election, and informational e-mails to all County staff. Maintains confidential records, including personnel files and records, grievances, and other sensitive material.

Essential Functions:

1. Provides secretarial support to the Human Resources Director, coordinating HR Caucus Room schedule, providing refreshment for County Services meetings/Union meetings, processing mail, and preparing correspondence, departmental reports, charts, tables, graphs, spreadsheets, brochures and flyers. Creates, maintains, and updates HR data bases, personnel files, position 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. Responds to calls and inquiries from employees and the public on County matters. Directs calls to appropriate departments, agencies, and governments.
3. Serves as the Deferred Compensation Coordinator and contact person for providers 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 Purchasing Card Coordinator for the HR Department and processes monthly P-Card expenses.
5. Processes time cards for the department, maintains all time card records, and tracks department LWOP and FMLA.
6. Updates employee information with Personnel Action Request (PAR) information to keep files current.
7. Assists HR Director as needed on County Services documentation, maintains HR County Services files.

8. Processes union dues and forwards to Employee Services Coordinator for system input. Maintains and updates union dues records, and processes quarterly Terminated Report to identify terminated employees to keep files current.
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. Prepares Union Quarterly Report downloads for all unions and prepares special reports for Unions as requested.
11. Audits copier, fax, and mail bills for payment and maintains records for these expenses.
12. 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.
13. Coordinates annual distribution of employee tickets from the Fair Board Office.
15. Creates, obtains signatures/County Seal stamps, and distributes the County Service Awards Certificates for approximately 150 to 200 active and retired employees.
16. Coordinates the MERS Delegate Election, includes conducting elections, processing ballots, notifying winners, coordinating meeting information, and maintaining election process records.
17. Provides back-up front desk support, responding to employment verification calls and assists with employment functions.
18. Prepares information in compliance with the Freedom of Information Act requests.
19. Creates, processes, and maintains Sick Time Donation Records.
20. Creates, processes, and maintains HR invoices, receipts, and received check/cash records.

Other Functions

Performs other tasks as assigned.

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 graduate with some advanced course work or college training in data processing, secretarial, and related areas.

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

Other Requirements: Access to reliable transportation, occasional travel required. Extensive Word product software knowledge is preferred.

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.

