

CITY OF SIKESTON, MISSOURI - JOB DESCRIPTION

Job Title: Human Resource Assistant
Department: Administrative Services

Entry Grade: 10
FLSA Status: Eligible

Acknowledged
By Initialing:

_____ **Supervision Received:**
Reports to and receives general and specific supervision from HR Director and/or Finance Director.

_____ **Supervision Exercised:** None or as assigned.

_____ **Responsibilities:**
Maintains accurate and up-to-date human resources files, records, and documentation; answers frequently asked questions from applicants and employees relative to policies, benefits, hiring process, etc; may assist with payroll functions; conducts or assists with new hire orientation, provides clerical support to the HR department; performs other duties as assigned.

_____ **Essential Functions of the Job:**
Ability to sit for extended periods of time; ability to communicate verbally and in writing; ability to operate basic office equipment having keyboards, button, and dials; ability to manually grasp, push, pull and lift objects weighing up to 25 pounds.

_____ **Knowledge, Skills and Job Requirements:**
Must be proficient with Microsoft Office Suite or similar software. Must exhibit good interpersonal and verbal and written communication skill. Must possess excellent organization skills and attention to detail. Knowledge of employee benefits and payroll preferred. Must maintain working active landline or cellular telephone; Will be required to successfully complete drug/alcohol screening and intensive background checks.

_____ **Equipment Used or Operated:**
Computers, telephone, photocopier, 10-key calculator and other basic office equipment.

The undersigned, before assignment to any employment position as described in the foregoing job description, hereby acknowledges he/she has read said job description, and each subpart thereof and consents to its content. Additionally, applicant indicates his/her consent to any testing provided for in the written job description and authorizes the City of Sikeston to conduct background checks, such as, but not limited to prior employment, driving violation and criminal histories, as may be required for said position.

Applicant Date