



# Brown County Human Resources

25 Market Street

Aberdeen, SD 57401

Erica.Coughlin@browncounty.sd.gov

Phone: 605.626.7109; Fax: 605.626.4010

[www.brown.sd.us](http://www.brown.sd.us)

**Classification:** Human Resources Assistant – Part-time

**Wage:** \$14.00 to \$16.00/hour, DOE

**Department:** Human Resources

**Reports to:** Human Resources Director

**FLSA:** Non-Exempt

**Opening date:** 01/13/2021

**Closing date:** 01/27/2021

## **JOB DESCRIPTION**

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### **Summary/Objective:**

Represents Brown County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public. Maintain employee confidence and protects operations by keeping human resources information confidential.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. You will provide administrative support to the Human Resources department on all duties as assigned, which include but not limited to: payroll processing, reconciling benefits statements, maintaining employee files, scheduling appointments, and assisting with benefits annual enrollment.

### **Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Maintain a high degree of confidentiality; Adhere to all HIPAA and privacy regulations.
- Process biweekly payroll.
- Compute deductions, prepare invoices, and maintain payroll records.
- Analyze employee time entry batches and calculate pay adjustments.
- Contact department head or payroll specialist on payroll corrections.
- Generate a report of balances for benefits premiums to initiate payments.
- Verify, reconcile, and process statements for insurance expenses and premiums.
- Reviews payroll reports and leave accounting reports for accuracy.
- Recommends new approaches and assists in the development of policies and procedures to encourage continual improvements in efficiency of Brown County departments.

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- Verifies I-9 documentation and maintains book.
- Maintain office bulletin boards as required to meet the legal compliance requirements.
- Maintain accurate records and files, i.e. Personnel, benefits, payroll.
- Maintains employee information by entering and updating employment data and status-change data.
- Actively listens by giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Be service orientated by actively looking for ways to help people.
- Must be detail-oriented, highly motivated and have a strong work ethic.
- Organize own work, set priorities, and meet critical deadlines.
- May deal with unpleasant, angry, or discourteous people.
- Work with others as a team.
- Establishing and maintaining effective working relationships.
- Knowledge of County, state, and federal laws, statutes, ordinances related to Human Resources.
- Assists with annual enrollment.
- Initiates and processes a variety of human resources related actions and forms to ensure employee personnel records are accurate.
- Assists employees and managers with sign on and system problems for time-keeping and payroll software.
- Generates reports such as staffing, salary, overtime, leave, FMLA, military to provide current human resources information.
- May answer questions regarding insurance and flexible benefits to ensure accurate information is conveyed.
- Reviews and provides recommendations on enrollment booklets, forms, and other procedures.
- Other duties as assigned.

**Competencies:**

- Stress Management/Composure.
  - o Using tact, discretion and prudence in dealing with those contacted in the course of work.
- Problem Solving/Analysis.
  - o Review time sheets, wage computation, and other information to detect and reconcile payroll discrepancies.
  - o Issue and record adjustments to pay related to previous errors or retroactive increases.
  - o Verify attendance, hours worked, and pay adjustments, and post information onto designated records.
- Teamwork Orientation.
  - o Establish and maintain effective working relationships.
  - o Assist in planning and preparing for employee related events, such as company picnics, employee benefit training's, annual training's, etc.
- Decision Making.
  - o Principles of confidential file management and record keeping.
  - o Ability to take initiative and complete assignments, after initial direction, to completion.
  - o Managing one's own time
- Communication Proficiency.
  - o Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
  - o Establishing and Maintaining Interpersonal Relationships.

- Communicating effectively in oral and written forms, including grammar, punctuation, and vocabulary.
- Easiness to communicate at all levels.
- Deal tactfully with employees and the public.
- Principles and techniques of public relations and customer service, both in person or over the phone.
- Technical Capacity.
  - Use a computer application to enter, manipulate, and format text and numerical data; insert, delete, and manipulate cells, rows, and columns; and create and save worksheets.
  - Navigating the Internet to find information, including the ability to open and configure standard browsers; use searches; and send and retrieve electronic mail (e-mail).
  - Navigate by using scroll bars, a mouse, and dialog boxes to work within the computer's operating system. Being able to access and switch between applications and files of interest.
  - Use word processing computer application to type text, insert pictures, format, edit, print, save, and retrieve word processing documents.
  - Using database computer application to manage large amounts of information, including creating and editing simple databases, inputting data, retrieving specific records, and creating reports to communicate the information.
  - Business arithmetic.
  - Knowledge of administrative and clerical procedures and systems such as filing and the operation of standard office equipment. Computer applications related to the work, ie. Microsoft Office suite, managing files and records, and other office procedures and terminology.
  - Process paperwork for new employees and enter employee information into the payroll system.
  - Keep track of leave time, such as PTO and ESL for employees.
  - Ability to learn new payroll and timekeeping software and submit information over the internet as needed.

**Supervisory Responsibility:**

- This position does not supervise, but may provide training to employees.

**Work Environment:**

- Typical office environment. May repeat the same physical activities or mental activities over and over.

**Physical Demands:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Reaching: extending hand(s) and arm(s) in any direction.
- Dexterity: picking, pinching, typing or otherwise working primarily with fingers rather than the whole hand or arm as in handling.
- Grasping: applying pressure to an object with the fingers and palm.
- Talking: expressing or exchanging ideas by means of the spoken work.
- Hearing: perceiving the nature of sounds without major correction.
- Repetitive motions: substantial movements (motions) of the wrists, hands and/or fingers; bend, balance, climb, pivot, stoop, lift, stand, kneel, or squat.

- Vision: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Light Work: Regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds; occasionally lift and/or move up to 50 pounds.

**Position Type/Expected Hours of Work:**

- Part-time; Hours: Monday – Friday between 8:00am – 5:00pm

**Travel:**

- No travel will be necessary for this position.

**Education and Experience:**

- High School diploma/GED; and
- Three (3) years of professional human resources experience; OR an equivalent combination of education, administrative training and human resources experience.
- Experience with payroll and benefits concepts.

**Performance Measurement:**

- Performance is measured by the accuracy and timeliness of completed work assignments and self-motivation.

**Required Certificates, Licenses, and Registrations:**

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Must be 18 years of age and a U.S. citizen.
- No felony convictions
- Possess or be able to obtain a valid SD driver's license

**Other Duties:**

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Apply by:**

Submit cover letter and resume or Brown County application to:

- Brown County Human Resources  
25 Market St.  
Aberdeen, SD 57401

or

- Email: [Erica.Coughlin@browncounty.sd.gov](mailto:Erica.Coughlin@browncounty.sd.gov)