

RCS EMPOWERS, INC.

Date Established 03/31/10
Review Date 03/31/11

JOB DESCRIPTION: Human Resources Assistant

POSITION LEVEL: Para Professional

QUALIFICATIONS: Two-year associate degree required or at least four years experience in lieu of degree. Command of WordPerfect or Microsoft Office Software required. Must be proficient in grammar and typing. Speedwriting or shorthand skills a plus.

REPORTING SUPERVISOR: Vice President/Human Resources

POSITIONS SUPERVISED: None

PAY RANGE: \$10.74 - \$14.39/hour

GENERAL DUTIES:

Provide clerical assistance to the administrative staff in support of the administrative function of the agency. The nature of the information dealt with in this position requires strict confidentiality in all matters.

*Denotes essential job functions.

SPECIFIC DUTIES:

- *1 Assists in the processing of the staff payroll.
- *2 Maintains employment files and records as required.
- *3 Assembles and inputs information on prescribed forms for new employees orientation.
- *4 Answers basic questions of employees regarding Human Resource policies and procedures, and employee benefits.
- *5 Completes verification of employment requests.
- *6 Maintains confidentiality in all aspects of human resources work.
- *7 Performs routine clerical and receptionist duties with respect to employment benefits, training, and safety programs.
- *8 Assists in developing and updating of agency policies.
- *9 Assists in the generation, handling, and distribution of correspondence for

the administrative staff.

- *10 Takes notes and generates minutes for assigned Board committee meetings.
- *11 Develops and prepares the monthly agency calendar.
- *12 Maintains agency wide office supply inventory, including the ordering of copy supplies.
- *13 Assists the Administrative Services area in the Emergency Evacuation plans for the agency.
- 14 Assists in any other duties as assigned by the Vice President/Human Resources.

PHYSICAL REQUIREMENTS OF THE ESSENTIAL JOB FUNCTIONS:

1. Skill in communicating in spoken conversation - adequate volume speech.
2. Skill in writing/reading.
3. Skill in mathematics.
4. Normal hearing required for conversation, telephone use, and emergency information systems.
5. Visual acuity, depth perception, and field of vision within normal range.
6. Must be independently mobile on all surfaces and situations.
7. Must be able to move safely about work area.
8. Must be able to sit at least 8 hours per day.
9. Must have bilateral use of hands for repetitive fine manipulation.
10. Must have bilateral use of foot/feet for repetitive movement as in operating foot controls.
11. Must be able to reach below shoulders.
12. Must have full active range of motion of all extremities.
13. Must be able to bend/squat/twist/kneel occasionally.
14. Must have the physical stamina to work at least 8 hours per day.

EMOTIONAL REQUIREMENTS OF THE ESSENTIAL JOB FUNCTIONS:

1. Must be able to change routine in a positive manner.
2. Must be able to follow through on assignments independently.

3. Must have good organizational skills.
4. Work output must be at a competitive level.
5. Must be able to solve problems as they arise.
6. Must have stable work behaviors on a daily basis.
7. Must have adequate individual coping skills.
8. Must be able to maintain good work attendance.
9. Must be able to participate in decision making.
10. Must be able to respond appropriately to emergency situations.
11. Must be able to exercise good judgement in an effort to maintain a safe work environment.

APPAREL:

Attire appropriate for the local business community.

CONFIDENTIALITY STATEMENT:

I acknowledge the receipt of a copy of the Client Bill of Rights and understand that persons receiving services (participants) at RCS are protected under these rights. I further understand that I am **not** to discuss issues concerning RCS participants working at RCS as this information is confidential and cannot be released per state law.

I am also aware that violation of participants' rights, which includes breach of confidentiality, will result in my services no longer being needed by RCS and could result in criminal and civil liabilities.

I acknowledge the receipt of and abide by the Code of Ethics policy.

Further, I understand the responsibilities of this position and am capable of performing the physical and emotional demands required.

Signature

Date