



CITY OF SOUTH SALT LAKE POSITION DESCRIPTION

Position Description: Receptionist/Human Resources Assistant
Department: Administration
Position Grade: 15
Supervisor: Chief of Staff
FLSA Status: Non-exempt
Revision date: June 2018

POSITION SUMMARY

The Receptionist/Human Resources Assistant is an administrative professional that works under the direction of the Mayor's Chief of Staff; greets the public as they come to visit the Mayor's office or call on the phone, and assists the Human Resources department with various administrative tasks.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Performs receptionist duties for the Mayor's office
 - 1.1 Professionally greets and receives callers and visitors, determines nature of business and directs to appropriate person/department
 - 1.2 Types memos, correspondence, reports, minutes, and other documents
 - 1.3 Collects and distributes mail and messages
 - 1.4 Assists in planning and organizing city and/or department events
 - 1.5 Performs a variety of other clerical duties as assigned
 2. Assists HR department with various clerical and administrative activities
 - 1.1 Schedules interviews as needed
 - 1.2 Creates new hire paperwork and meets with new employees to complete as needed
 - 1.3 Creates and maintains files on current and former employees
 - 1.4 Processes changes of employee status as necessary, e.g., change of address, departmental transfers, pay rate increases, terminations, etc.
 - 1.5 Assists with new employee hiring and on-boarding
 - 1.6 Serves as a resource to employees by explaining benefits, administering Keys to Health program, etc.
 - 1.7 Processes department time sheets
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MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE AND CERTIFICATIONS

Graduation from high school or GED equivalent and two years of related experience, or any equivalent combination of related education and experience. HR certification or degree preferred.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Strong skills using Microsoft Word, PowerPoint, and Excel required
- Ability to communicate effectively and professionally with coworkers, residents and businesses both verbally and in writing
- Ability to work effectively independently and as part of a team
- Ability to follow oral and written instructions
- Ability to organize daily activities of self and others
- Strong desire to learn and be a problem solver
- Commitment to act with highest level of confidentiality, honesty and integrity at all times

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

SIGNATURES

This job description has been approved by all levels of management:

Mayor: _____ Date: _____

Human Resources: _____ Date: _____

Department Director: _____ Date: _____

Supervisor: _____ Date: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date: _____