

**JOB DESCRIPTION**  
**MARSHALL COUNTY, ALABAMA**

**PERSONNEL ASSISTANT**

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**Job Grade: 12**

**JOB CODE: 175**

Department: Personnel Board  
Reports To: Personnel Administrator  
Date: August 2015  
FLSA: Non-Exempt  
DOT Reference: 209.362-026

**JOB DESCRIPTION**

Performs a wide range of clerical and administrative tasks related to the operation of the office of the Marshall County Personnel Board. Maintain and upgrade existing files and confidential personnel files, both computerized and manual. Create new files as needed. Prepare documents and correspondence, as directed. Assist in the development and presentation of special programs such as safety awareness and performance evaluation. Communicate with county employees and others, both in person and via telephone regarding personnel issues.

**ESSENTIAL JOB FUNCTIONS**

- A. Assist in the day-to-day operation of the office of the Personnel Board:
1. Answer telephone and respond to inquiries or refer to proper person.
  2. Greet visitors to office and respond to inquiries, provide assistance and applications, receive completed applications, etc.
  3. Update personnel records using electronic and manual systems.
  4. Prepare and process files for newly hired employees, in accordance with established procedures.
  5. Enter and retrieve data from computer system as needed for reference, reports, etc.
  6. Prepare notes, correspondence and reports as required for Board projects.
  7. Assist in preparation and organization of information for use by Board members in making decisions and establishing policy.
  8. Respond to requests from County Departments in accordance with established procedures.
  9. Prepare official minutes of Board meetings for approval and filing.
  10. Assist in preparation of monthly information packets for Board Members.
- B. Assist with research, preparation, documentation, presentation and maintenance of instructional programs for county employees and employee groups:
1. Conduct research and obtain data in order to develop training programs.
  2. Assist in developing a comprehensive safety program for county employees by obtaining information via various research method.
  3. Assist in maintaining, revising, and conducting training on employee evaluation system.
  4. Assist in preparing, posting, and advertising announcements for job vacancies.
- C. Communicate with employees and department heads, as needed:
1. Assist in providing information regarding issues before the Board related to laws and regulations, such as ADA, FMLA, EEOC, etc., or other governmental agencies.
  2. Assist in providing information to appointing authorities and employees regarding laws, policies, etc.
  3. Maintain a complete listing of court house divisions, departments, and sections, and their locations in order to provide information to inquirers.

**ESSENTIAL JOB FUNCTIONS (Continued)**

- D. Assist in the preparation and maintenance of files, records, and documents needed in the operation of the department:
1. Assist in the preparation of the department annual budget.
  2. Assist in monitoring of the expenses of the department.
  3. Assist in the maintenance of all employee files, case histories, correspondence, reference material, and program updates.
  4. Maintain office supplies in accordance with established procedures.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the principles of personnel/human resources management.
- Knowledge of federal, state, and local laws including civil service law, rules and regulations governing personnel/human resources management.
- Knowledge of modern office practices, procedures, systems and equipment including computers and software.
- Knowledge of research techniques and report preparation.
- Knowledge of departmental operation and organization.
- Ability to communicate effectively, both orally and in writing.
- Ability to collect and assimilate information and present it in a clear and logical format.
- Ability to use a computer, software and the internet to gather data, prepare files, reports and records.
- Ability to establish and maintain effective working relationships with officials, other employees, and the public.
- Ability to maintain confidential records and information securely.
- Ability to manage multiple priorities and multiple demands to accomplish tasks in accordance with established requirements.

**MINIMUM QUALIFICATIONS**

- Associate Degree in Business administration, public administration, office management, or related field.
- Two (2) years of experience in human resources, using computer software for records and reports, or an equivalent combination of education and experience.

**This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.**