



**CHARLES COUNTY GOVERNMENT  
invites applications for the position of:**

**HR Assistant**

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<b>SALARY:</b>	\$24.47 Hourly \$47,722.48 Annually
<b>OPENING DATE:</b>	11/09/22
<b>CLOSING DATE:</b>	11/23/22 11:59 PM
<b>SUMMARY:</b>	

Performs entry to mid-level administrative functions requiring a good understanding of the Human Resources profession and the operations within the department. Such knowledge and skills serve to support both internal and external customers in the execution and use of HR programs. Successful employee must be detail-oriented, punctual and able to handle multiple tasks at one time.

**ESSENTIAL JOB FUNCTIONS:**

- Performs general office administrative functions in support of department operations to include answering the Department of Human Resources main phone line.
- Responds to public and employee inquiries and assists employees with general questions regarding personnel policies and procedures, benefits, recruitment status/information, training, and employment verifications
- Creates payroll change notices and tracks employment activity for all County employees including new hires, promotions, resignations, and terminations.
- Assists with full life-cycle coordination of training programs which consists of but is not limited to session logistics, registration, responding to inquiries, material preparation and/or distribution, and management of NeoGov Learn (or the relevant system in use).
- Assists with the administration of the recruitment process, including but not limited to posting jobs, reviewing applications, coordinating interviews, and completing the hiring process to include communication with candidates.
- Performs all new hire tasks in NeoGov Onboard (or the relevant system in use) and manages the new employee orientation schedule and conducts a portion of the program.
- Serves as the technical lead on the NeoGov recruiting and onboarding software (or the relevant system in use) and provides assistance to internal users.
- Coordinates the County's summer intern program, including, adhering to budget, advertising, recruitment, and new hire documentation. Plans the orientation, tour and luncheon.
- Assists the Benefits Division with annual open enrollment and processing of benefits paperwork.
- Assists with the administration of special projects and may serve on panels, focus groups, committees, or teams as assigned. Research files/information and compiles data. Prepares memos and reports.

- Works under the direction of supervisor and other staff members to complete work assignments accurately and efficiently.
- Assists with Laserfiche projects within the department.
- Assists in training part-time staff with special projects as necessary.
- Performs other related job duties as assigned.

## **QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Education and Experience:**

Graduation from a recognized high school or an acceptable equivalency diploma (GED). Two (2) years progressively responsible experience in human resources that includes assisting with the administration of employee programs, or an equivalent combination of education, experience, and training.

### **Licenses or Certifications:**

None.

### **Special Requirements/Qualifications:**

Work is subject to frequent interruptions.

This position is required to receive climate competency training level 1.

### **Knowledge, Skills and Abilities:**

- Knowledge of program and administrative support procedures.
- Knowledge of excellent oral/written skills.
- Knowledge of HR principles and practices, including benefits, recruitment, and training.
- Knowledge of MS Office.
- Knowledge of benefit policies, procedures and laws.
- Ability to initiate daily assignments, follows through on matters, and uses independent judgment and training to take appropriate actions to deal with standard recurring situations.
- Ability to provide office management, program administration assistance and related services to the Human Resources Department.
- Ability to communicate effectively both orally and in writing.
- Ability to prepare and maintain records and prepare related reports and maintain accurate budgets.
- Ability to multitask and meet deadlines.
- Ability to perform program and administrative support work efficiently and accurately.
- Ability to use sound professional judgment.
- Ability to maintain information confidentially.

## **ADDITIONAL INFORMATION:**

### **PHYSICAL DEMANDS**

The work is sedentary with frequent periods of light physical activity and is performed in office surroundings. Typical positions require workers to walk or stand for long periods; lift and carry up to 20 pounds; climb stairs, bend, reach, hold, grasp and turn objects; and use fingers to operate computer or typewriter keyboards. The work requires the ability to speak normally and to use normal or aided vision and hearing.

### **WORK ENVIRONMENT**

Principal duties of this job are performed in a general office environment.

**Department/Division: Human Resources**

**Pay Grade:** 110  
**FLSA Status:** Non-Exempt  
**Telework Eligible:** Yes  
**Reports to:** HR Program Manager  
**Supervises:** None

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200 Baltimore Street  
La Plata, MD 20646

Position #2022-00492  
HR ASSISTANT  
KH

[dhr@charlescountymd.gov](mailto:dhr@charlescountymd.gov)

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### **HR Assistant Supplemental Questionnaire**

- \* 1. How do you approach prioritizing multiple projects that have similar urgency and deadlines?
  
- \* 2. Please describe your human resources experience.
  
- \* 3. Describe your experience interacting with the public and providing good customer service.
  
- \* 4. Describe your experience working with applicant tracking software.
  
- \* 5. Describe your experience working with training management system.
  
- \* 6. Do you feel more energized when you are working alone or when you are working as part of a team?
  
- \* Required Question