

Title: Human Resources Assistant	Effective Date: June 17, 2023	Grade: VIII	Job Category: Admin Support
Prior Title: HR Office Assistant (functional title)	Prior Effective Date: August 19, 2021	Grade: VIII	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for performing administrative support duties in the Human Resources Office.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Type various forms, letters, or other documents.
- Answer telephone, convey messages, and run errands.
- File and maintain records.
- Create employee identification badges using photographic equipment and computer hardware/software.
- Digitally scan personnel records using Papervision Capture software.
- Verify the legibility and proper placement of scanned documents.
- Perform data entry and run reports in the Workforce Management System.
- Review timecards and reports in the Workforce Management System.
- Input new hire and exit survey data for reporting purposes and communicate with survey vendor on any technical issues associated with quarterly surveys and data updates.
- Back up, support and assist HR Generalists with daily operations.
- Provide information and assistance to Department personnel.
- Assist office staff in special projects and research.
- Copy documents using office duplicating equipment.
- Review disciplinary documentation, scan and index disciplinary documentation into database and personnel files.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a diploma from an accredited high school. Experience in office procedures. Prior work experience utilizing digital scanning equipment and scanning software desired (preferably Digitech Papervision).

Knowledge, skills and abilities: Demonstrated typing ability. Working knowledge of Microsoft Word, Excel, and Outlook.

Working conditions: Office environment.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.