



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
500 NW 6<sup>th</sup> Street Dept 11 / Grants Pass OR 97526  
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

### POSITION DESCRIPTION

Job Title: Human Resources/Payroll Assistant  
Department: Human Resources  
FLSA Status: Non-Exempt  
WC Code: 8810  
Effective Date: July 1, 2017  
Last Revised: July 1, 2020  
Pay Grade: NU10  
Union: Non-Union (Confidential)

#### SUMMARY

Performs administrative confidential duties including human resources/risk management tasks; and the administration of payroll processes. Work is performed under the general supervision of the Human Resources Director in conjunction with the Finance Director and is reviewed primarily through results attained.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Assists departments, employees and the public with inquiries regarding County policies, procedures, programs, and other information pertaining to County human resources functions.
2. Prepare statistical reports and projections to assist management in union negotiations, and work with management bargaining teams to provide and interpret data.
3. Review time and attendance entries for compliance with county policy and procedure.
4. Work with independent auditors during the annual payroll audit.
5. Coordinate with Finance Department in processing of bi-weekly payroll.
6. Process mail, prepare general service and supply invoices for authorization and payment, and purchase office supplies. Collects receipts and processes monthly P-card statements.
7. Assist in employee recruiting, screening, selection and hiring. Processes employment applications to include accepting applications, removing confidential data, forwarding applications to departments, tracking EEO data, maintaining signed authorizations for use in pre-employment checks (such as background criminal, credit, etc.). Documents applicant eligibility for Veterans Preference points and tracks screenings/selection processes for compliance.
8. Serve as County-wide resource for timekeeping and applicant tracking software.
9. Reconcile department financial and benefit records and statements.

10. Organizes, files and catalogs office materials including personnel, medical, fiscal, liability files as well as payroll, journal entry, and accounts payable batches.
11. Prepares correspondence, forms and reports as necessary.
12. Performs other duties as assigned.

#### SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

#### QUALIFICATIONS

Considerable knowledge of the operations, policies and terminology of a finance office; effective English grammar and usage; professional office etiquette; and application of federal, state and local rules and regulations. Knowledge of payroll processing. Ability to research assigned problems; maintain confidentiality; work independently and establish priorities; organize workload to complement needs of other staff and meet established deadlines; solve problems and make accurate, independent decisions. Basic knowledge of maintenance of confidential materials, employment laws, and human resources legal compliance.

#### EDUCATION AND EXPERIENCE

An associate degree in business or a related field, and two years of progressively responsible experience in governmental accounting and finance; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform above described duties.

#### JOB IMPACT

Consequences of error could include financial loss, penalties and interest for non-compliance with federal and Oregon laws related to withholding and reporting, or grievances related to non-compliance with collective bargaining agreements.

#### JOB CONTACTS

This position requires frequent contact with staff and management of other departments to provide them with technical assistance in the areas of payroll functions and policies. This position also works with independent auditors and other governmental agencies to explain payroll actions taken by the County. This position also requires regular contact with the public outside businesses and agencies in providing human resources assistance and obtaining information.

#### LANGUAGE SKILLS

Ability to communicate effectively, both orally and in writing, with individuals regarding complex or sensitive issues or regulations. Ability to read, analyze and interpret complex laws, rules, and regulations.

Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customer, and the general public. Ability to respond courteously and tactfully and establish and maintain effective working relationships with other employees and officials, outside officials and agencies, and the public.

#### MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide. Ability to use basic statistical calculations involving fractions, percentages, and ratios. Ability to identify patterns and errors in statistical analysis.

#### REASONING ABILITIES

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret complex laws, rules, and regulations and apply to practical situations.

#### OTHER SKILLS AND ABILITIES

Requires skill in the operation of standard office equipment; computer software programs for word processing, spreadsheets and databases. Intermediate knowledge of Excel is required.

#### CERTIFICATES, LICENSES, REGISTRATIONS

None

### BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing and a background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

### WORK ENVIRONMENT

General office environment. This position is impacted by urgent time deadlines (monthly accounting cycles, budgets, and annual reports), repetitiveness, the need for extreme accuracy and attention to fine detail. Work is performed primarily in a typical office environment. The noise level is usually moderate. This position is impacted by the necessity of meeting timelines established by law, uncontrollable workflow, and uncontrollable interruptions. Travel is occasionally required to attend meetings.

### PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input type="checkbox"/>	Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1-minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	<b># of pounds = 25lbs</b>			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dexterity/Coordination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Rapid-mental/hand/eye coord.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Speech, Vision &amp; Hearing</b>					
<input type="checkbox"/>	Distinguish colors	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>			
<input type="checkbox"/>	Distinguish shades	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>			
<input type="checkbox"/>	Depth perception	Describe:			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: Yes			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
<b>Exposure - Environmental Factors = Standard courthouse office environment</b>					
<input type="checkbox"/>	Heat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>