

MARSHALL COUNTY, ALABAMA

Job Description

PERSONNEL SPECIALIST

Department: Personnel Board

Job Code: 175

Pay Grade: 108

FLSA Status: Non-Exempt

Reports To: Administrator, Personnel

JOB SUMMARY

The Personnel Specialist performs a wide range of clerical and administrative tasks related to the operation of the office of the Marshall County Personnel Board. Maintains and upgrades existing files and confidential personnel files, both computerized and manual. Creates new files as needed. Prepares documents and correspondence, as directed. Assists in the development and presentation of special programs, such as safety awareness and performance evaluation. Communicates with County employees and others, both in person and via telephone regarding personnel issues.

ESSENTIAL JOB FUNCTIONS

- Assists in the day-to-day operation of the office of the Personnel Board.
- Answers telephone and responds to inquiries or refers to proper person.
- Greets visitors to office and responds to inquiries, provides assistance and applications, receives completed applications, etc.
- Updates personnel records using electronic and manual systems.
- Prepares and processes files for newly hired employees in accordance with established procedures.
- Enters and retrieves data from computer system as needed for reference, reports, etc.
- Prepares notes, correspondence, and reports as required for Board projects.
- Assists in preparation and organization of information for use by Board members in making decisions and establishing policy.
- Responds to requests from County Departments in accordance with established procedures.
- Prepares official minutes of Board meetings for approval and filing.
- Assists in preparation of monthly information packets for Board Members.
- Assists with research, preparation, documentation, presentation, and maintenance of instructional programs for County employees and employee groups.
- Conducts research and obtains data in order to develop training programs.
- Assists in maintaining, revising, and conducting training on employee evaluation system.
- Assists in preparing, posting, and advertising announcements for job vacancies.
- Communicates with employees and department heads, as needed.
- Assists in providing information regarding issues before the Board related to laws and regulations, such as ADA, FMLA, EEOC, etc., or other governmental agencies.
- Assists in providing information to appointing authorities and employees regarding laws, policies, etc.
- Maintains a complete listing of court house divisions, departments, and sections, and their locations in order to provide information to inquirers.
- Assists in the preparation and maintenance of files, records, and documents needed in the operation of the department.
- Assists in the preparation of the department annual budget.
- Assists in monitoring of the expenses of the department.
- Assists in the maintenance of all employee files, case histories, correspondence, reference material, and program updates.

- Maintains office supplies in accordance with established procedures.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Associate's degree in business administration, public administration, office management, or a related field and two (2) years of experience in human resources, using computer software for records and reports, or an equivalent combination of education and experience.

Licenses or Certifications:

- None

Special Requirements:

- None

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 elected 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.

PHYSICAL DEMANDS

The work is sedentary and requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly. Additionally, the following additional physical abilities are required: sufficient manual dexterity to handle paperwork, operate a computer, telephone, copier, and other related office equipment. Sufficient clarity of speech and hearing or other communication capabilities to communicate effectively, mental acuity, repetitive motion, standing and walking. Visual acuity at a level to view computer terminal, analyze data, read extensively, and at a level to determine accuracy and thoroughness of work assigned.

WORKING CONDITIONS

Work is performed in a relatively safe, secure, and stable office environment.

Marshall County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Employee Signature

Date

Supervisor (or Personnel) Signature

Date

Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.