

**SHAWNEE COUNTY, KANSAS**  
**Position Description**  
**Human Resources Specialist I**

**Position Control Number: HR1004A**

**FLSA Status: N**

**POSITION DESCRIPTION**

Under general supervision, this position performs duties covering general human resources issues and provides customer service and administrative support for the Human Resources department staff. Ensures all duties are completed within the proper timeframe and in the manner prescribed. Requires independent judgment and maintains a high degree of confidentiality. Professionally greets and assists Shawnee County Employees, Department Heads, Elected Officials, and the General Public. Serves as the backup to the HR Specialist II as needed. This position is supervised by the Human Resources Director. Performs other duties as assigned.

**WORK PERFORMED**

**30% General Customer Service.**

- Greets and assists Shawnee County Department Heads, Officials, Employees, and the General Public.
- Directs in-person and telephone inquiries to the appropriate staff.
- Assists public with questions regarding position vacancies and the online application system.
- Answers non-payroll employment verification requests for all past and present employees.
- Receives and accounts for payments received in office.
- Processes employee personal information changes received in person, by mail, or electronically.

**25% Maintains Personnel and Departmental Files.**

- Ensures proper filing and record keeping by accurately entering and maintaining information in HR Information Systems (HRIS).
- Maintains HR personnel files for all current and past employees.
- Maintains departmental files for Human Resources.
- Prepares paper documents for scanning, indexing, and maintenance.
- Accurately scans all paper files into digital format, then correctly files, and performs quality checks of all filing.
- Manages and tracks receipt of employee performance evaluations. Verifies and electronically files evaluations.
- Maintains all departmental and personnel files according to Kansas local records management retention schedule.
- Creates, maintains, and files all Human Resources billing.

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**20% Clerical Assistance for New Hire Orientation.**

- Prepares necessary paperwork and file packets needed for bi-weekly new hire orientation.
- Performs clerical assistance for New Hire Orientation.
- Receives, reviews, and enters all new hire documentation accurately into the HRIS.
- Assists with requests for pre-employment physicals and drug tests.
- Processes the jail-trustee paperwork for bi-weekly payroll.

**20% Worker's Compensation.**

- First point of contact for Workers Compensation claims and records maintenance.
- Enters received reports of all work related injuries for County Employees in a timely manner.
- Acts as the Workers Compensation liaison and point-of-contact between the third-party administrator, Employees and Departments.
- Assists employees with return to duty and medical release status paperwork.
- Maintains all Workers Compensation and medical documents in appropriate files.

**5% General Clerical Duties.**

- Photocopies or scans a variety of documents such as new hire orientation packets, job postings, and completed orientation packets for payroll processing.
- Receives, date stamps, and distributes all incoming mail/documentation.
- Disperses vending machine refunds for employees and the general public.
- Other clerical and administrative duties as requested.

**KNOWLEDGE, ABILITIES AND SKILLS**

**Knowledge of:**

- Basic Human Resource policies and practices.
- Standard office practices, business English, usage, spelling, grammar, vocabulary, arithmetic, modern office equipment, practices and procedures.

**Ability to:**

- Establish and maintain working relationship with County officials, employees and the public.
- Maintain confidentiality.
- Understand and follow verbal and written instructions.
- Work effectively under time limitations to produce accurate results.
- Communicate effectively, both verbally and in writing, using the English language.
- Work independently without detailed instructions.
- Work in a team environment.
- Analyze problems and make recommendations.
- Work on multiple projects/tasks at the same time and move from one project/task to another due to interruptions.

**Skill in:**

- Performing a wide variety of clerical and administrative work.
- Interpreting rules and regulations and applying them to work situations.
- Operating a personal computer and typing thirty-five (35) words per minute (wpm).
- Operating a variety of office equipment.
- Creating, organizing, and maintaining complex office records and files (paper and digital).
- Using digital document scanning equipment.
- Using Microsoft Office Suite or related office software.

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**PHYSICAL REQUIREMENTS**

**N**-Never    **O**-Occasional (1%-33%)    **F**-Frequent (34%-66%)    **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
<b>HANDS</b>					<b>BODY/TRUNK</b>					<b>OTHER</b>				
Reaching		X			Sitting				X	Driving		X		
Pushing/Pulling		X			Bending		X			High Elevation	X			
Climbing		X			Reaching		X			Unprotected Heights	X			
Throwing	X				Lifting		X			Around Moving Machinery	X			
<b>ARMS</b>					Carrying		X			Driving Automotive Equipment		X		
Reaching		X			Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting		X			Twisting		X			Cramped Body Position	X			
Pushing/Pulling		X			Squatting		X			Sustained Positions	X			
Carrying		X			Turning		X			Noise Levels (Excessive)	X			
Throwing	X				<b>LEGS/FEET</b>					Electrical Hazards	X			
<b>EYES</b>					Walking			X		Slippery Surfaces	X			
Near Vision			X		Standing			X		Work Above Ground	X			
Far Vision		X			Sitting				X	Work Below Ground	X			
Color Vision			X		Carrying		X			Irregular Surfaces	X			
<b>VOICE</b>					Climbing		X			Moving Objects	X			
Talking				X	Jumping	X				In High Volume Traffic		X		
<b>EARS</b>					Turning		X			Exposure to Marked Changes in				
Hearing				X	Lifting		X			Temperature and Humidity	X			

**EQUIPMENT USED**

Personal Computer                      Photocopier                      Calculator                      Telephone  
Printer                                      Fax Machine                      Scanner                      Shredder

**MINIMUM QUALIFICATIONS**

- High School Diploma or GED Certificate.
- Three (3) years of clerical experience. (Post-secondary education may be substituted for the required clerical experience on a year-for-year basis.)
- Required to type thirty-five (35) words per minute.

**PREFERRED QUALIFICATIONS**

- One (1) year of experience in Human Resources, Payroll, or Benefits function.

**SPECIAL REQUIREMENTS:**

- Required to pass a pre-employment physical and drug screen.

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This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

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Employee's Signature / Printed Name

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Date

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Appointing Authority's Signature / Printed Name

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Date

Created: 06/06

Revision History: 11/21