# POSITION DESCRIPTION

# Personnel Assistant

## COUNTY OF WASHINGTON VIRGINIA

The following is excerpted from Section 2.3 of the Washington County Board of Supervisors *Personnel Policies and Procedures Manual for Administrative Division Employees*:

## 2.3 POSITION DESCRIPTIONS

A written Position Description shall be established by the County Administrator and approved by the Board of Supervisors for all permanent/full-time and permanent/part-time Administrative Division positions. Generally, Position Descriptions shall contain a statement as to the *General Description of Responsibilities, Examples of Work*, and *Qualifications* for the position.

Position Descriptions are intended to serve as guidance and reference documents with respect to the scope, responsibilities and authority of Administrative Division positions. They are not intended and should not be interpreted to be binding or limiting with respect to a position, nor shall the *Qualifications* set forth for a position be considered absolutely essential or required in all instances with respect to filling vacancies in a position. The Board of Supervisors and the County Administrator reserves the right to fill vacancies in positions by hiring persons appearing the best suited for such positions, all factors being considered, regardless of whether that person meets all stated *Qualifications* within a Position Description.

# PERSONNEL ASSISTANT

## General Description of Responsibilities:

Under the direction of the Accounting Manager and occasional supervision of the Accounting Supervisor, assists with the day-to-day operations of the County Department of Accounting. Maintains primary personnel records for the Administrative Division of the County government, Constitutional Offices and General Registrar. Duties includes frequent handling of confidential personnel information and explanation of County or other policies governing fringe benefits programs. Performs clerical and administrative work requiring execution of a variety of established procedures related to personnel and general accounting operations. Developed clerical skills are needed and interpretation or adaptation of routine procedures may be required based on a general understanding of the operations of the department. Attention to detail and frequent contact with the public and County employees is required and good communication and interpersonal skills are needed. Must be able to assist the public and County employees with accuracy and professional poise. Problems encountered range from routine to moderately complex in nature.

## Examples of Work:

1. Maintain personnel records for all Administrative Division, Constitutional Office a nd Office of General Registrar employees.

2. Monitors the employment process for all Administrative Division employees by ensuring proper advertisement and website posting of required notices about employment opportunities, maintaining job applications, contacting job candidates to schedule interviews, and notifying successful and unsuccessful applicants/candidates through correspondence. Also may assist with Administrative Division non-manager level position interviews.

3. Conducts initial orientation for new employees. Includes verifying employment eligibility, explaining fringe benefits programs, assisting in the completion of required payroll forms and issuing employee photo identification cards.

4. Performs review of employee time sheets for all Administrative Division employees for accuracy and accountability. Includes calculations for the accrual of compensatory time, the payment of overtime, and the verification of leave balances.

5. Conducts exit interviews with all retiring and terminating employees. Includes explaining continuation of health insurance rights through COBRA, and providing information concerning extended coverage of other fringe benefits.

6. Keep records of all applicants who apply for any position in accordance with established policies and state law.

7. Process and track all workmen's compensation and unemployment claims.

8. Responsible for completion of required reports and surveys of various state and federal agencies.

9. Maintain employee service award program records; and advises the County Administrator of pending employment anniversary dates.

10. Assist with the billing of solid waste disposal fees by posting collections of accounts receivables and preparation of the weekly deposits submitted to the Treasurer's Office.

11. Perform other duties as required

## Qualifications:

Education and Experience:

Education equivalent to the completion of Associate's degree in bookkeeping, purchasing, accounting, business, personnel management or related fields. Two (2) years experience in clerical work. At least one (1) year in bookkeeping and/or purchasing is preferred.

Knowledge, Skills, and Abilities:

General knowledge of legal requirements of public accounting, purchasing and personnel procedures. General knowledge of record keeping, bookkeeping and personnel principles and practices. Ability to keep personnel and other records in a neat, systematic, and updated manner. Ability to keep personnel information strictly confidential. Ability to communicate orally and in written form. Strong math skills. Ability to prepare and maintain accurate financial records and reports. Ability to deal tactfully and courteously with the public and employees. Good knowledge of modern office equipment, practices and procedures. Ability to reliably report for work.

## Employees Directly Supervised:

N/A

## Pre-Employment Skills Testing Requirements:

Computer skills testing.

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| **Position Description First Approved and Adopted:** | | November 2002 | |
| **Latest Revision:** | | June 2006 | |
| **Position Class:** | Assistant/Operator/Technician | **Status:** | Permanent/full-time |
| **FLSA Status** | Non-Exempt | **Initial Starting Salary Range:** $20,000 - $23,500 | |