

**POSITION DESCRIPTION
COUNTY OF WHITLEY, INDIANA**

POSITION: Commissioners' Assistant
DEPARTMENT: Commissioners
WORK SCHEDULE: 8:00 a.m. - 4:30 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: February 2019

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Whitley County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Commissioners Assistant, responsible for providing administrative assistance to County Commissioners, assisting with special projects, and supporting functions of the human resources department.

DUTIES:

Conducts special research projects, making related recommendations as requested by Commissioners.

Assists in maintaining compliance with state and federal employee/employer regulations.

Assists in coordinating and managing various aspects of County computer systems and contracts, including informational technologies support and print management systems.

Receives and responds to inquiries related to the Board of Commissioners and Whitley County Government, including pending problems, citizens complaints, investigating complaints and directing citizens, government officials, vendors, and County employees to appropriate commissioner, department or agency.

Assists in explaining policies and procedures for County personnel as requested and ensures ADA and OSHA compliance within County facilities.

Assists in coordinating legal services to Commissioners, including overseeing County's property, liability, and workers' compensation insurance programs and plans.

Performs various administrative duties for Commissioners such drafting, writing, copying, and editing correspondence, documents, and reports, creating identification cards and building access, room scheduling and calendar maintenance, personnel and department directory, facility use requests, and maintaining website.

Performs duties of Coordinator/Human Resources Director in his/her absence, or as required to maintain efficiency of department including but not limited to ensuring employee file documentation is properly stored and maintained, administering insurance plans, maintaining group benefits, monitoring new hire, annual enrollments, and changes in benefits, and coordinating with Occupational Health for services, pre-hire testing, annual DOT physicals, random drug screens, injuries, and OSHA reporting.

Assists Coordinator/Human Resources Director with employee insurance enrollment, recruiting and screening applicants, maintaining documentation, and corresponding with medical facilities on insurance issues.

Assists in processing unemployment, workers' compensation, and FMLA requests and paperwork and maintains personnel files, making reported changes such as address, marital status, transfers, and/or salary adjustments as assigned.

Assists in processing property, personal, and employee insurance claims, including assisting with completing forms and compiling documentation, explaining procedures, and submitting to appropriate authority.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Associates degree in human resources, public management, business administration, or related field or equivalent combination of education and experience. Previous experience in county government, human resources, and/or legal background preferred.

Ability to meet all department hiring requirements, including passage of a drug test.

Thorough knowledge of and ability to make practical application of accepted administrative and personnel principles and practices and local, state, and federal personnel regulations and requirements.

Thorough knowledge and experience with computers, networks, servers, and various software programs.

Working knowledge of Human Resource laws and financial management and development practices.

Working knowledge of standard English grammar, spelling, and punctuation and ability to type and complete Department reports within established deadlines.

Knowledge of purpose and function of all County departments, and principles and practices of salary administration and budgeting in public sector.

Ability to deal with complex and conflicting issues and ability to research applicable laws and regulations for complaints.

Ability to effectively communicate orally and in writing with co-workers, other County departments, vendors, contractors, taxpayers, representatives from local, state and federal agencies, attorneys, the media, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to operate standard office equipment, including computer, printer, calculator, fax machine, copier, and telephone.

Ability to provide public access to, or maintain confidentiality of, department information and records according to state requirements.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time, work rapidly for long periods, often under time pressure.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to apply knowledge of people and compare similarities and differences between data and people.

Ability to regularly work extended hours, occasionally work weekends and evenings, travel out of town for conferences/meetings, sometimes overnight.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs a broad array of duties, with interrelationships among them not self-evident. Analysis and independent judgment is needed in selecting the appropriate guidelines, instructions or rules to apply to specific tasks.

III. RESPONSIBILITY:

Incumbent is responsible for proper completion of assigned tasks, with desired results clearly specified. Unusual situations or problems are discussed with the supervisor, and incumbent is responsible for applying standard departmental practices and precedents to individual work assignments. Work product is periodically assessed for overall conformity with guidelines and standard departmental practices.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains a working relationship with co-workers, other County departments, Commissioners, Council, vendors, contractors, taxpayers, representatives from local, state and federal agencies, attorneys, the media, and the public for a variety of purposes, including exchanging information, and explaining and interpreting policies and procedures.

Incumbent reports directly to the County Commissioners and/or Coordinator/HR Director

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting for long periods, sitting and walking at will, keyboarding, close and far vision, hearing communication, speaking clearly, reaching, bending, crouching/kneeling, lifting/carrying objects weighing under 25 pounds, and handling/grasping/fingering objects.

Incumbent regularly works extended hours, occasionally works weekends and evenings, travels out of town for conferences/meetings, sometimes overnight.

To apply, submit your application and resume to one of the following:

wchr@whitleygov.com

FAX: (260) 248-3182

Whitley County Government

Human Resource Director

220 West Van Buren Street, Suite 101

Columbia City, IN 46725

Applications and resumes will be accepted through Wednesday, August 5, 2020.

Applications available at: https://www.whitleygov.com/egov/documents/1584706605_47406.pdf

Whitley County is an Equal Opportunity Employer