



## HUMAN RESOURCE

**Posting #: 4134-09-17-01**  
**Opens: September 1, 2017**  
**Closes: September 15, 2017**

**POSITION: Human Resource Assistant**

**PURPOSE:** Performs a variety of **administrative and complex clerical** duties as needed to assist in the day-to-day maintenance of county-wide human resource programs and processes. Assists to monitor county-wide compliance with established policies and procedures. Works under the general supervision of the County HR Director.

### ESSENTIAL FUNCTIONS:

- Initiates labor market recruitments for new and vacant positions; utilizes jobs available network to apprise the market place of job openings; prepares and places advertisements in papers and other media; receives and screens applications, reviews applications to determine compliance with minimum qualifications; provides notice to unsuccessful applicants; maintains recruitment files.
- Creates and maintains human resource records; obtains criminal background checks on new employees.
- Assists to maintain policy manuals; updates policy manuals to reflect changes.
- Assists the public and employees on a day-to-day basis in the office or on the telephone; responds to questions and provides information regarding personnel practices, policies and procedures.
- Orients employees to benefit programs, eligibility and participation requirements; conducts new hire employment orientations to apprise workers of terms and conditions of employment, policies, procedures, opportunities, benefits and privileges; assists employees in selection and enrollment in county provided benefits.
- Performs related duties as assigned.

### MINIMUM REQUIREMENTS:

- Graduation from college with an associate's degree in general studies, personnel administration, public administration or a related field;
- AND**
- Two (2) years of experience related to the management of human resources, including but not limited to, recruitment and selection activities, benefit program administration and computer based records management;
- OR**
- An equivalent combination of education & experience.

### COMPENSATION:

- Full Time with Benefits
- Starting wage will be based on experience and qualifications

**Please submit a County Application by mail, fax e-mail or in person by 5:00 pm on the closing date.**

**Mailing Address: Uintah County Human Resources**

**152 E. 100 N.**

**Vernal, Utah 84078**

**Fax #: 435-781-5441**

**E-Mail: [application@co.uintah.ut.us](mailto:application@co.uintah.ut.us)**

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**