



COLFAX COUNTY

Job Description

JOB TITLE	Human Resources Clerk/Administrative Assistant
Pay Status	Non-Exempt
Reports to	Colfax County Manager
Salary	\$25,562-\$38,344
Date Closed	January 10, 2018

POSITION DESCRIPTION: Under limited supervision, assist County Manager with all aspects of Human Resources of the County including areas related to compensation, staffing, training and development, employee relations, records maintenance functions, and risk management. Administer Human Resource policies, programs and practices, including planning, organizing, developing, implementing coordinating and directing. Duties include formulating policy and procedures for Human Resources and recommending policies and procedures to management in compliance with pertinent federal, state, and local laws. Maintain County records including contracts, agendas and resolutions. Assist the County Manager to conduct business of the County under the policies adopted by the Commission.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Human Resources, Public Administration, or Business Administration, or a minimum of three (3) years progressive experience in a related position, preferred. Work in Human Resources related field may be considered in lieu of degree.
- One (1) year direct experience in Human Resources preferred.
- Knowledge of all aspects of generalist human resources responsibilities, services, and applications.
- Knowledge of federal and state employment laws associated with Affirmative Action and Equal Employment Opportunities.
- Ability to maintain confidentiality of all personnel, financial and other information.
- Strong organizational and interpersonal skills.
- Ability to use good judgement in determining work assignments.
- Ability to determine appropriate course of action in more complex situations.
- Ability to work independently, exercise creativity, be attentive to detail, and maintain a positive attitude.
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work.
- Ability to complete work assignments accurately and in a timely manner.
- Ability to communicate effectively, both oral and written.
- Ability to handle difficult situations involving customers, staff, or others in a professional manner.

WORKING CONDITIONS:

- All essential duties are performed indoors
- Worker often works alone both with and without directions from supervisor

SCREENING AND COMPLIANCE:

The offer of this Colfax County Position requires compliance with the following:

- Employee must successfully complete employment drug screen and background check.
- Employee must comply with the personnel ordinance and guidelines of the County.
- Employee must possess a valid New Mexico driver's license by employment date and retain a valid license while employed in this position.