



OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

JOB DESCRIPTION

Job Title: HUMAN RESOURCE ASSISTANT	Grade: 10
Division: ADMINISTRATION	Job Code: 9555
Reports To: Human Resource Administrator	FLSA Status: Non-Exempt

SUMMARY OF ESSENTIAL JOB DUTIES: Under the direct supervision of the Human Resources Administrator performs a variety of specialized clerical duties in the Human Resource Section. Process correspondence, reports, form letters, job announcements, job descriptions, and other material. Update and maintain applicant and employee records and files. Process a variety of personnel transaction forms concerning new hires, applicant lists, individual appointments, status changes, transfers, promotions, demotions, salary changes, grade changes, and terminations, prepares and processes applications; maintains applicant tracking system; contacts applicants to clarify information. Responsible for maintaining, tracking and correspondence for employee probation. Prepare and maintain vacancy posting records, individual personnel records, process time and leave reports. Responsible for processing performance appraisals which includes data entry and scanning; compiles data and prepare reports as directed.

JOB DUTIES:

Answer telephones, open and sort mail, greet visitors and explain application procedures to applicants, answer applicant inquiries by mail, phone, and in person.

Compose and type letters, job descriptions and announcements, reports (some of which are complex), envelopes, memorandums and confidential material.

Data entry leave requests and maintain a monthly balance using computer. Maintain all leave files.

Type, copy and mail job vacancy announcements. Process employment applications and maintain applicant data, using computer system and remove expired applications from files.

Prepare information for new employee orientation. Establish and maintain Personnel records and files.

Prepare all policy manual revisions. Maintain historical files. Type policy manual revisions and maintain permanent files on all policy changes. Maintain a supply of Policy Manuals for new employees.

Maintain files so that all material is quickly and easily located.

Type notification of the end of probation. Type longevity forms.

Assist in job performance appraisal reports for distribution to Divisions.

Assist in proofreading various typed and printed material.

Assist in the preparation of Career Day materials and employee activity functions.

Handle required supervisor training enrollments and maintain training records.

Compile and type monthly reports.

Order office supplies and keeps maintenance on office equipment.

May be required to perform other duties as assigned by supervisor.

Must have the ability to:

- Lift and carry standard office equipment and supplies up to 25 pounds and operate a vehicle.
- Establish and maintain effective working relationships, work independently, and be professional and courteous with the public, employees, other agencies, and other partners.
- Communicate clearly and effectively in public speaking situations and be able to express oneself clearly and concisely in writing.
- Use personal computer and various other office equipment. Should be proficient in Microsoft Word, Excel, PowerPoint, and have an overall understanding of internet based computer applications.
- May be required to occasionally work extended hours and weekends with occasional travel requiring overnight stays.

REQUIREMENTS:

EDUCATION: Requires high school diploma plus two year specialized training in secretarial skills and duties.

EXPERIENCE: Requires one year previous related experience.

KNOWLEDGE AND SKILLS: A word processing, data entry, fax machines and typing. Proofreading, spelling, punctuation, Business English, and filing procedures.