

HR GENERALIST/CLERK HUMAN RESOURCES

Cherokee County, SC

**Location**

110 Railroad Avenue
Gaffney, SC 29340

Job Type

Full Time

Department

HUMAN RESOURCES

FLSA

NON-EXEMPT

Job Summary

This position is responsible for a wide variety of Human Resources functions including, onboarding; pay, benefits, and leave; overseeing processes for medical leave and accommodations, and other related duties as assigned. Works under the general direction of the HR Director.

Essential Functions

Essential Functions	% of Time
• Administrative Duties ➤ Responds to inquiries concerning human resources policies, benefits, and/or other personnel matters. ➤ Coordinates job postings and recruiting advertisements; receives and screens applications; schedules interviews, process background checks; conducts employer reference checks. ➤ Implements new hire orientation, exit interviews, employee relations and recognition programs. ➤ Coordinates processes for employees requesting Reasonable Accommodation and Family and Medical Leave Act (FMLA) leave. ➤ Coordinates a variety of department functions pertaining to benefits, classification, compensation, personnel policy, and data management. ➤ Assists HR Director with employee disciplinary actions, termination documentation, and employee investigations as necessary. ➤ Processes mail and e-mail for HR Department, handles verifications of employment and employment related inquiries from applicants, employees, and management. ➤ Provides administrative support for the HR Department. ➤ Prepares and maintains a variety of human resource records, reports, and documentation, and assists HR Director with response to public records requests.	55%
• Policy Review and Job Description Management ➤ Maintains the County's job description database; reviews job descriptions and coordinates with departments/offices to ensure job descriptions remain updated, and researches industry standards in relation to basic job requirements. ➤ Assists HR Director in the development of job descriptions, analyzes new and existing jobs/job classifications, performs salary analysis, and makes Fair Labor Standards Act (FLSA) exemption determinations.	40%
• Other Misc Duties as Assigned: ➤ Assist the Human Resources Director with special projects under their direction as needed.	5%

Qualifications

Job Requirements

- Associates degree in human resources, public administration, business/office administration, or a closely related field.
- Minimum of 2 years of human resources experience.
- Multi-tasking abilities and time management skills.
- Strong attention to detail
- Excellent organization skills
- Above average typing skills, minimum of 45 WPM
- Proficient with technology, i.e. Microsoft Office Products, Phone Systems, etc.
- Must be able to successfully pass a drug screen.
- Must have a valid driver's license.

Performance Requirements

- Knowledge of the policies, procedures, and activities of the County and practices related to administrative and government work.
- Knowledge of the assigned functions and assigned departments necessary in the completion of daily responsibilities
- Knowledge of the terminology, principles, and methods utilized within the County
- Effective communication and ability to interact well with employees, supervisors, members of the general public
- Mathematical ability to handle required calculations
- Ability to multi-task in a fast-paced office environment.
- Ability to provide strong attention to detail.
- Professional demeanor displayed through attitude and appearance.
- Ability to remain current on employment practices within Human Resources field as a whole and perform required research to assist with job description and classification reporting.

Other Information

Working Conditions

Primary Work Location: Cherokee County Administration Building

110 Railroad Avenue Gaffney, SC 29340

Physical Demands:

Frequently requires the need to sit, operate computer equipment, transport and reposition <5 pounds of material/equipment from ground to waist and at waist level.

Mental Demands:

Continuously requires the general ability to learn and to understand instructions and underlying principles; understand and follow oral and written instruction, and the ability to make decisions in accordance with established procedures and policies.

Americans with Disabilities Act Compliance

Cherokee County is an Equal Opportunity Employer. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions. Prospective and current employees should contact Human Resources to request an ADA accommodation.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.