

COUNTY OF POTTER
EMPLOYMENT OPPORTUNITIES

AN EQUAL OPPORTUNITY EMPLOYER

The County of Potter is in need of a qualified individual to fill the following position. If you are interested in this position and feel that you are qualified or if you know someone who might be qualified for this position, contact the Human Resources Department, 7TH Floor, Room 705, of the Santa Fe Building, 900 S. Polk, or by phone at (806) 349-4831 or visit our website at www.co.potter.tx.us. Applicants will be interviewed only if they meet the necessary requirements and qualifications for the following:

JOB TITLE: HUMAN RESOURCES ASSISTANT – Full Time

JOB RESPONSIBILITIES AND DUTIES:

- Responsible for reconciling and processing monthly group insurance billing.
- Serves as primary point of contact for employees and retirees on all group insurance and 457(b) related issues.
- Responsible for all entries, terminations, and maintenance of employee group insurance information.
- Updates and maintains electronic files and coordinates with Payroll Coordinator, Treasurer's Dept., and retirement company with benefit deductions and changes for employees and retirees.
- Assists employees with county retirement process as needed.
- Conducts employee exit appointments.
- Provides back-up coverage for HR Department

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to maintain confidentiality.
- Knowledge of insurance claims process.
- Proficient in Microsoft Office Suite or related software.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills.
- Strong organizational skills with ability to multi-task and meet deadlines.
- Knowledge of Federal and State laws regarding Human Resource issues including but not limited to FMLA, USERRA, FLSA, ADA, Payday Laws, Worker's Comp and unemployment.
- Ability to work independently and manage time efficiently.

EDUCATION AND EXPERIENCE:

- High school diploma or GED *and* 3-5 years of relative experience.
- Experience in Human Resources with larger employer preferred.

PHYSICAL REQUIREMENTS:

- Job includes bending, stooping, standing, sitting, walking and lifting approximately 25 lbs.

SALARY:

- \$3,000.00 - \$3,166.67 per month DOQ

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.

POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISIONS OF SERVICES."