



ADMINISTRATIVE TECHNICIAN PT

Department: **Human Resources** Class Code: **17**
Reports to: **Human Resources Director** FLSA Status: **Non-Exempt**

GENERAL PURPOSE: Under general supervision, provides staff support, administrative duties and maintains electronic personnel files. Provides services to the public as needed.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Maintains a variety of personnel records, documents, files, electronic files and/or other related human resources information.
- Performs various support activities, including document scanning, shredding, photocopying and faxing.
- Prepares access badges.
- Performs research; conducts special projects.
- Maintains other files when needed (electronic and hard copy) within OnBase to retrieve information.
- Assists in the coordination of Human Resources related programs including records retention and records management.
- Greets the public via phone or in-person; responds to and answers questions; directs to the appropriate staff for additional assistance.
- Maintains absolute confidentiality of work-related issues, records and Town information.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or equivalent GED and one-year related experience; or an equivalent combination of directly related education, training and experience.

Required Licenses or Certifications:

- Possession of a valid driver's license.

Required Knowledge of:

- Basic human resources principles and practices.
- Modern office procedures, practices and equipment.
- Microsoft Office Suite skills including Outlook, basic Word, and basic Excel.
- Maintain a variety of records and logs.
- Uses and applications of personal computers and various software applications.

Required Ability to:

- Organize, prioritize, and execute daily tasks.
- Develop and maintain effective working relationships with Town staff, Council members, various external organizations and individuals, and the general public.
- Work independently and within a team environment.
- Establish and maintain various manual and automated records and filing systems.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Operate a personal computer utilizing a variety of business software.
- Maintain strict confidentiality.

Physical Demands / Work Environment:

- Work is performed indoors in a traditional office environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 25 pounds. Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Core Values: Integrity, Teamwork, Respectful Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
	8/2023			17	Non-Exempt	

APPROVED: Human Resources Director

DATE: 8/2023