



# Karnes County Job Description

## Human Resources Assistant

|                    |                                  |                      |            |
|--------------------|----------------------------------|----------------------|------------|
| Department         | Human Resources Assistant        | FLSA Status          | Non-Exempt |
| Reports To         | Human Resources Director         | EEO Classification   |            |
| Salary             | \$40,000 Annually (\$19.23/hour) | Date Approved        |            |
| Employee Signature |                                  | Supervisor Signature |            |

### Position Summary

Under general supervision, the HR Assistant performs complex and confidential routine administrative duties in direct support of all Human Resources department functions. Work includes providing administrative support and providing assistance with the daily operation of the county Human Resources department. The Human Resources Assistant works under the direct supervision of the Human Resources Director. The HR Assistant will work cohesively with the HR Director as a unified team to ensure that all HR functions are successfully executed in a timely manner.

### Primary Duties and Responsibilities

- Provide support to Human Resources Director in the day-to-day operations.
- Help conduct all facets of new employee orientation and follow up with enrollments, if needed.
- Assist employees with insurance benefits inquiries or problems.
- Maintain a variety of personnel records as needed.
- Help coordinate Family Medical Leave Act, Workers Compensation, Unemployment, Short- and Long-term Disability claims and other general claims as directed by the HR Director.
- Advise employees of leave rights and responsibilities.
- May assist with coordination of employment verification and reports for open records requests.
- Able to assist with the planning of County events, meetings and employee trainings.
- Order and maintain office supplies.
- Must be capable of regular and punctual attendance to perform assigned tasks.
- Participate in the development of short- and long-term employee relations programs.
- Assist with the preparation of job announcements.
- Run and compile applicable reports.
- Continued professional development in HR, administrative, communications, etc.
- Provide quality, prompt and effective internal and external communication and service.
- Perform all and any other duties as assigned.

### Working Conditions

The work environment and physical demands described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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While performing the duties of this job, the HR Coordinator is regularly required to: Use his/her hands and fingers to handle or feel, reach with hands and arms, talk, hear, occasionally stand, walk, kneel or stoop, occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

Emotional Demands: This position may experience moderate to high levels of stress due to but not limited to meeting strict deadlines and dealing with potentially argumentative, combative or emotional contacts. The HR Coordinator may meet with contacts where this position may have to persuade, influence, motivate, or control situations where individuals may be fearful, skeptical, or uncooperative.

## ESSENTIAL FUNCTIONS

### Job Function

- Able to interpret, apply, explain, and maintain the County's personnel policies, contracts, court approvals, and employment records.
- Prepare forms/reports to distribute; notify administrative staff of due dates and other pertinent information to employees and departments.
- Maintain a variety of personnel records as needed
- Communicate various employment law compliance requirements
- Greet individuals entering the office for HR purposes, answer telephone calls (screen, transfer, respond to inquiries and/or take messages)
- Meet deadlines

This list of responsibilities is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned.

## QUALIFICATIONS

| Education   | Experience   | License & Certification  | Testing   | Other  |
|---|--|--|---|--|
| <ul style="list-style-type: none"> <li>• Minimum Associates Degree or two (2) plus years of experience in HR/Administrative office</li> </ul> | <ul style="list-style-type: none"> <li>• HR experience preferred</li> <li>• County Government operations and experience helpful</li> </ul> | <ul style="list-style-type: none"> <li>• Valid Texas Driver License</li> </ul> | <ul style="list-style-type: none"> <li>• Criminal background check</li> <li>• Pre-employment Drug/Alcohol Screening</li> <li>• MVR</li> </ul> | <ul style="list-style-type: none"> <li>• Knowledge of technology and able to utilize MS Office, email, website, Internet, printer, fax, &amp; phone system</li> <li>• Must have excellent oral and written communication skills</li> <li>• Must possess quality people skills</li> </ul> |

### Special (Additional) Information



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The individual must have and maintain a high degree of integrity and confidentiality. Possible travel up to 10% for conferences and/or trainings or traveling to other County offices. Applicants must provide fingerprints for TXDPS and/or FBI criminal background history verification. A criminal history may disqualify candidates for this position. A signed confidentiality form will be requested upon employment. Job related tests may be required.

Karnes County currently provides 100% medical plan cost coverage for full-time employees. Qualified employees receive \$50,000 of life insurance at no cost. County employees receive retirement benefits through the Texas County & District Retirement System. In addition, Karnes County will observe paid holidays. Eligible employees will receive PTO and vacation, which are held until 90 days are complete.

### **Application Instructions:**

To apply for the Karnes County HR Assistant position, please complete the Karnes County Employment Application located at

<https://www.co.karnes.tx.us/upload/page/1040/docs/County%20Blank%20Applications/2025%20Karnes%20County%20Employment%20Application.pdf>

Then email the Karnes County application, a cover letter and resume to [elaine.simmons@co.karnes.tx.us](mailto:elaine.simmons@co.karnes.tx.us).

Questions regarding the position may be directed to [elaine.simmons@co.karnes.tx.us](mailto:elaine.simmons@co.karnes.tx.us) or (830)780-5162.

The position will be posted until it is filled.