

**ECONOMIC SECURITY CORPORATION**  
**Job Description**

**Job Title:** Human Resources Assistant  
**Division:** Human Resources  
**Reports to:** Director of Human Resources  
**FLSA Status:** Non-exempt  
**Revision Date:** April 14, 2022  
**Job Classification:** Grade 4

**SUMMARY**

The Human Resources Assistant is responsible for compiling and maintaining personnel files for the agency; Assists with receptionist duties; assists other Human Resources staff with tasks as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Creates and maintains paper and electronic personnel files for the agency.
2. Updates employee files to document personnel actions.
3. Performs annual personnel file checks on personnel files utilizing the personnel file checklist.
4. Assists with receptionist duties as needed.
5. Assists with reconciliations, Board meetings, copying, etc.

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

High school diploma or general education degree with one year related experience and/or training; or equivalent education and experience.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSE, REGISTRATIONS**

Must have valid driver’s license, reliable transportation, and meet Missouri automobile liability minimum requirements.

**OTHER SKILLS AND ABILITIES**

Ability to handle agency information in a confidential manner. Proficient in using personal computers and software application packages such as Microsoft Word and Excel.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 25 pounds. Specific abilities for this job include close vision, distance vision, color vision, and ability to adjust focus. The employee performs sedentary physical activity of non-strenuous daily activities of an administrative nature.

**WORK ENVIRONMENT** The work environment characteristics described here 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.

The working conditioners are well-lighted, heated and/or air-conditioned office setting with adequate ventilation. The noise level in the work environment is usually moderate.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name