



JOB DESCRIPTION

**Bishop Paiute Tribe
Bishop, California**

Position: Human Resources Assistant
Department: Human Resources
Supervised by: Human Resources Director
Pay Grade: NE1 \$16.12 - \$20.96 Hourly (\$33,529.60-\$43,596.80) DOQ
FLSA: Full-Time; Non-Exempt

Position Summary: The Human Resource Assistant is responsible for the administrative support of day-to-day Human Resource operations. Performs a wide range of duties relative to the maintenance and processing of personnel records and reports, performs customer service functions by answering employee basic requests and questions. Under supervision, of the Human Resource Director, performs work of moderate difficulty in Human Resources.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Job Duties:

- Provides clerical and operational support to other Human Resource staff.
- Maintain the HR office supplies (i.e. inventory, ordering and stocking) on a regular basis.
- Performs customer service functions; assists employees and supervisors with basic interpretation of HR policies and procedures.
- Assists with updating Human Resource Information System (HRIS) database records and process paperwork for new hires, terminations and other status changes.
- Conducts new-employee orientations; administers pre-employment tests; conducts reference checks.
- Creates new employee personnel files and file papers and documents into appropriate employee files.
- Tracks status of interview candidates in HRIS and responds with follow-up letters at the end of the recruiting process.
- Participants in the recruitment efforts for exempt and non-exempt personnel (excluding managerial levels and above); helps coordinate the use of temporary employees; maintains applicant flow logs.
- Responds to reference checks and verifications of employment status.
- Responsible for process of the preparation, reporting and tracking performance review forms for departmental supervisors/managers.
- Makes photocopies; mails, scans and emails documents; and performs other clerical functions.
- Assists or prepares miscellaneous correspondence.
- Maintains high standards of confidentiality of all employee records and information.
- Assist Human Resource Director with various research projects and/or special projects.
- Completes other projects and duties as required.

Supervisory Responsibilities: None

Education and Experience:

- High School Diploma or GED required.
- One (1) to three (3) years of work experience in a clerical support position is required.

- Experience with Microsoft Office Word, Excel, Publisher, and PowerPoint in a clerical support position is preferred.
- Two (2) years of experience in the HR field is preferred.
- Experience with HRIS systems; especially MIP-Abila system is preferred.
- Must have good organizational and communication skills.
- Any combination of education, training and experience that demonstrates the ability to perform the essential functions of the position.

Other Requirements:

- While performing the duties of this job, the employee regularly works in a professional office environment. This position routinely uses standard office equipment.
- Minimal local travel to various worksites as necessary.
- Ability to work with and commitment to Native American community, with keen sensitivity to Indian Traditions, customs, socio-economic needs.
- Pass a pre-employment drug screen.
- Must comply with the Bishop Paiute Tribe’s organizational policies.

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Analytical—the individual synthesizes complex or diverse information.
- Problem solving—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- Oral Communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts productive meetings.
- Quality Management—the individual looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- Judgment—the individual displays willingness to make decisions, exhibits sound and accurate judgment, and makes timely decisions.
- Planning/Organizing—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Safety and Security—the individual observes safety and security procedures and uses equipment and materials properly.

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.

While performing the duties of this job, the employee is regularly required to type, file or lift office supplies up to 20 pounds. While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ *Date:* _____