



## WINNEBAGO COUNTY

TO: ALL APPOINTED AND ELECTED OFFICIALS  
FROM: HUMAN RESOURCES DEPARTMENT  
DATE: MARCH 21, 2014  
SUBJECT: NON-BARGAINING UNIT VACANCY

Please post in your Department for a period of six (6) business days. Applications may be completed on-line at [www.wincoil.us](http://www.wincoil.us) or in the Human Resources Department, Administration Building, 404 Elm Street, Room 220.

### HUMAN RESOURCES ASSISTANT

HUMAN RESOURCES DEPARTMENT – 8:00 AM TO 5:00 PM MONDAY THRU FRIDAY

#### JOB RESPONSIBILITIES:

Under the direction of the Human Resources Director, performs a variety of administrative tasks in support of the County Human Resources Department. Greets visitors, coordinates the application and interview processes, maintains personnel files, creates and communicates job postings, and works with the staff on a variety of other projects.

#### JOB REQUIREMENTS:

- High school diploma or equivalent
- Requires at least two years Human Resources administrative experience
- General knowledge of human resources functions, employment law and practices
- Must have excellent verbal and written communication skills
- Must be proficient with word processing and spreadsheet software
- Must be proficient with current business office methods, practices, machines and equipment
- Must be able to establish and maintain excellent working relationships with co-workers, other departments, and the general public
- Must be able to work in a fast-paced office environment with frequent interruptions

POSTED: 3/21/14

EXPIRES: 3/28/14

**EOE/MF**