

Risk Management/Insurance Department
Office: (432) 498-4011
Fax: (432) 498-4097



Payroll/Retirement Department
Office: (432) 498-4026
Fax: (432) 498-4097

**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**ADMINISTRATIVE ASSISTANT
HUMAN RESOURCES**

SUMMARY:

The Human Resources Assistant provides essential support to the HR Department by managing administrative tasks, maintaining employee records and assisting with recruitment and onboarding processes. Works closely with the Human Resources Director in the research and development of HR processes, policies and systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for recruiting by posting job openings, screening applications and coordinating pre-employment background checks and testing
- Facilitates the onboarding process for new employees by attaining new hire paperwork and updating the required databases, maintaining accurate and confidential employee records
- Serve as a point of contact for employees regarding HR related inquiries, policies, benefits and payroll
- Assist in organizing HR events such as training sessions, employee recognition events, and recruiting events
- Maintains compliance with Federal, State, and Local Government employment laws and regulations
- Responsible for the day-to-day operations of the HR Department, such as answering phones, assisting with walk-in customers, accounts payable, maintaining supply inventory
- Serves as the director's administrative assistant in performing all duties position entails
- Performs other duties as assigned within the Job scope

QUALIFICATIONS:

Exceptional organization and multitasking abilities, with keen attention to detail and accuracy is a must. Excellent written and verbal communication skills, with the ability to interact professionally with diverse stakeholders. Proficient in Microsoft Office Suite (Word, Excel, Outlook). Strong customer service orientation and the ability to handle inquiries and resolve issues promptly and courteously. Ability to thrive in a fast-paced and dynamic environment, with the flexibility to prioritize tasks and manage competing demands effectively. Discretion and ability to maintain confidentiality when handling sensitive information and documents. Strong collaborative skills and the ability to work effectively as part of a team, as well as independently with minimal supervision.

SALARY: \$20.03 **HOURS:** M-F 8:00 TO 5:00

EDUCATION and/or EXPERIENCE:

High school diploma or GED equivalent. Experience in Human Resources is desired but not required.

CERTIFICATION/LICENCES:

Must have a valid Texas driver's license and have adequate transportation. Must be able to receive a Texas Notary Commission.

PHYSICAL DEMANDS:

Must be able to sit for extended periods of time. Must be able to bend, stoop and squat, lift up to 20lbs. 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

<https://www.co.ector.tx.us/page/ector.jobopenings> or in person at the Human Resources Department, Ector County Annex Building 1010 E. 8th Street, Room 126, Odessa, Texas. Ector County does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.

Notice: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.