

**Wise County Human Resource Coordinator**  
**County Treasurer's Office**  
**Status: Non-Exempt**  
**Salary: \$30,000 to \$45,000 annual**

**Position Summary:** This position assists in the direction of all human resource functions of Wise County. Perform clerical functions needed to maintain Human Resource information and performs other clerical functions as directed in support of the County Treasurer's Office. This position works under the discretion of the **County Treasurer.**

*Examples of Important Responsibilities and Duties (Important responsibilities and duties may include, but are not limited to, the following):*

**Essential Duties and Responsibilities:**

Provide orientation to all new employees  
Establish and maintain personnel file for all new, current, and terminated employees.  
Assemble new hires and employee changes for bi-weekly payroll  
Informs all county offices of new job postings and advertise if needed  
Prepare necessary paperwork for health insurance and retirement as needed  
Prepare necessary paperwork for department heads for employee status changes  
Maintain all human resource records, including but not limited to job descriptions, employee and safety handbooks, and all internal forms  
Reports new hires bi-weekly to the State of Texas  
Maintains and tracks employee evaluation dates  
Performs employee exit interviews  
Assists department heads and elected officials with human resource questions and issues  
Interprets county policies and procedures  
Provides information on benefits plans to employees  
Conducts wage and benefits surveys  
Performs duties related to the county's EEOC responsibilities and reporting  
Process all workers compensation claims and required paperwork  
Assist other departments in writing job descriptions  
Process unemployment claims, collect additional information from department head as requested by unemployment claims administrator  
Keep **County Treasurer** update to date on **ALL** situations human resource is or not.  
Observe **confidentiality** of all human resources information.  
Other duties and special projects as assigned

**Other important duties and responsibilities**

Answer questions and provide information to other departments, division, outside agencies and the general public; respond to and resolve routine and sensitive inquiries and complaints; refer complex issues to appropriate staff

Performs a wide variety of clerical duties including typing, filing and answering telephones; preparing, maintaining and updating a variety of files, records and filing systems; purges and archives obsolete files as needed

## **Human Resource Coordinator (continued)**

### **Page 2**

#### **Other important duties and responsibilities (continued)**

Processing mail daily

Perform department errands as needed

Maintain employee health and dental insurance files

Maintain and update longevity files on all employees pertaining to vacation time and service awards

Performs other duties as assigned

#### **Qualifications:**

##### **Knowledge and Skills**

State and Federal laws governing employees

Modern office procedures, methods and computer equipment

Basic mathematical skills

English usage, spelling, grammar and punctuation

Basic principles of financial accounting

Computer literate (spreadsheets, word processing and etc.)

##### **Ability**

Be bondable

Self-motivated and have the ability to work independently in the absence of supervision

Understand and explain various policies and procedures

Operate a variety of office equipment

Communicate clearly and concisely, both orally and in writing

Establish and maintain effective working relationships with those contacted in the course of work

Work under stress to meet deadlines

##### **Physical demands and working conditions**

This work is typically performed while standing, walking, stooping, bending, crouching or sitting at a desk or table. This employee may be required to occasionally lift light objects. This work is performed in a standard office environment.