

WINONA COUNTY CLASSIFICATION DESCRIPTION

Classification: Human Resources Office Assistant

Characteristics of Class:

Under the direction of the Human Resources Director, the Human Resources (HR) Office Assistant provides administrative and technical support to the Human Resources Department. Duties include answering the phone, filing and scanning documents, greeting both internal and external customers, processing bills and invoices, data entry, sending and receiving correspondence, scheduling interviews, maintaining employee records, and coordinating training sessions, meetings, and employee events. Assists the department with benefits, worker's compensation claims and FMLA paperwork.

Also provides administrative and clerical support to Administration as directed.

Supervisory Controls:

With latitude for independent decisions, work is performed according to general guidelines and instructions from the department manager. Employees in this classification use independent judgment in setting priorities, work sequences, and choice of procedures to follow. Work is reviewed for efficiency, effectiveness, and conformance to requirements.

Examples of Duties:

Any one position may not include all duties listed, nor do the examples listed in their relative order of importance include all duties that may be found in positions of this class.

- Assists with the recruitment process, including scheduling interviews, preparing interview materials, and managing candidate communications.
- Maintains accurate employee records, ensuring all documents are up to date and compliant with relevant regulations.
- Supports the HR Director and other team members with administrative tasks, such as scanning, preparing reports, drafting correspondence, filing documents, and responding to employee inquiries.
- Assists in coordinating training sessions, meetings, and employee events.
- Supports the onboarding process by preparing orientation materials and assisting new hires with paperwork.
- Handles routine inquiries regarding HR policies and procedures from employees.
- Any other duties as assigned.

Required Knowledge, Skills, and Abilities:

Any combination of training and experience providing the following knowledge, skills, and abilities.

For Full Performance:

- Knowledge of departmental operations, procedures, and equipment.
- Knowledge of local, State and Federal laws.

For Pre-Employment:

- High school diploma or equivalent (Associate's degree preferred).
- Minimum of 2 years of administrative experience, preferably in HR or a related field.
- High organizational skills and attention to detail.
- Ability to communicate effectively, both orally and in writing.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- High level of customer service skills.
- Ability to exhibit mature judgment, imagination, initiative, and problem-solving capability in dealing with a variety of situations.
- Ability to exercise self-control and deal tactfully with people in stressful situations.
- Ability to carry out specific and general assignments requiring the organization and presentation of materials without direct supervision.
- Ability to establish and maintain effective working relationships with employees, other agencies, and the public.
- Ability to handle confidential information with discretion and professionalism.

Safety and Training Requirements

The County expects each individual employee to cooperate in every respect with the Safety Program so that the operations may be carried on in such a manner as to ensure the safety of all employees. The employee's responsibility is to be consistent with OSHA regulations, the Winona County Personnel Policies and Procedures Manual, the countywide safety rules, department safety rules, and specific job training.

Behavior Standard

Maintain a positive work atmosphere by acting and communicating in a manner to get along with customers, clients, co-workers, and management.

May 30, 2025 | 4:42 PM CDT

Date Approved

June 2, 2025 | 8:32 AM EDT

Date Approved

Signed by:

Todd Sadler

Human Resources Director

Signed by:

Maureen L. Holte

County Administrator

Physical, Mental and Environmental Requirements

Part I: Physical Requirements

Section A

The physical mobility requirements of this job are to spend:

7	hours a day sitting
	hours a day standing
1	hours a day walking
	hours a day kneeling
	hours a day stooping
	miles a day walked
	feet climbed using a ladder
	feet climbed on an incline
	feet climbed using stairs

Section B

The physical effort requirements of this job are

# of pounds lifted	
5	pounds lifted waist high
	pounds lifted shoulder high
	pounds lifted above the head
pounds are...	
	pounds are carried alone
	pounds are carried with someone else
	distance weight must be carried (feet)
	pounds are pushed
	pounds are pulled
	pounds are held

Section C

The physical dexterity requirements of this job are to operate:

X	a telephone
X	computer/electronic equipment
	hand tools
	electric tools
	manipulate small objects

Part II: Sensory Abilities

The checked items listed below are sensory requirements needed for this job. Items are critical, useful, or not required.

critical	useful	
X		see
X		distinguish colors
X		hear or listen
		taste
		smell
X		touch
X		speak

Part III: Mental Effort

The mental efforts required on a daily basis are:

X	reading	X	analyzing data
X	writing	X	searching for solutions
X	basic arithmetic		creating methodologies
	mathematics	X	conducting research
	weighing and/or measuring		managing resources
X	visualizing conclusions		evaluating performance of others

Part IV: Work Environment

The elements of this job's work environment are:

	hours a day spent working under time pressure
1	hours a day spent working rapidly
100	% of time spent indoors
	% of time spent outdoors
	% of time spent in an automotive vehicle
100	% of time spent at a desk, bench or window
100	% of time spent in an office or control room

X	The condition of the air is clean (controlled)
X	The condition of the air is normal/average
	The condition of the air is dusty/dirty
	The condition of the air is wet/humid
	The condition of the air is affected by fumes, smoke etc.

X	The noise level is normal
	The noise level is loud, requiring ear protection
X	The surface of the working environment is level
	The surface of the working environment is sloping
	The surface of the working environment is uneven
	The surface of the working environment is slippery

Part V: Additional Comments: