



Kent Goldthorpe, President
Dave McKinney, Vice-President
Jim D. Hansen, Commissioner
Mary May, Commissioner
Alexis Pickering, Commissioner

November 3, 2021

Human Resource Assistant

Applications are now being accepted for the position of **Human Resource (HR) Assistant** in the Human Resources Department. This is a non-exempt position with a starting wage of: \$17.83 to \$20.50 per hour/DOQ.

Primary Responsibilities:

- The HR Assistant performs a variety of administrative support, technical and accounting duties to assist with the administration of the District's human resource function:
 - Maintains the integrity and confidentiality of human resource files and records.
 - Assists in the recruitment process.
 - Assist in carrying out various human resources programs for all District employees.
- The HR Assistant will participate in the benefits administration to include:
 - Processing payments of various employer sponsored insurance plans, employee status changes, COBRA, follow-up and resolution of benefit questions and concerns.
 - Processing employee changes using a computerized system.
- Provides coverage and support for the front reception area and provides clerical and operational support to other human resources staff.

Qualifications:

- Considerable knowledge of business office management practices; research and report generation along with business and fiscal recordkeeping is desirable.
- The successful candidate must have good knowledge of local, state and federal laws relating to employment practices, principles and practices of human resources.
- Some knowledge of payroll principles and practices and Human Resource Information Systems is desired. The successful candidate must have excellent communication skills, strong writing skills and exceptional organizational skills. The ability to maintain strict confidentiality and perform tasks with a high degree of accuracy is a must.
- Experience in Human Resource administration supplemented by specialized training related to human resources or graduation from college or university with emphasis in human resources is desirable. **OR** Any equivalent combination of experience and training, which provides the required knowledge, skills and abilities, may be acceptable.

A completed application is required and must be submitted to Human Resources by 4:30 p.m., **November 19, 2021**. Applications are available at 3775 N. Adams; Garden City, ID 83714 or visit our website: www.achdidaho.org.

An AA/EEO/ADA Employer

Preference may be given to veterans who qualify under state and federal laws and regulations