JOB DESCRIPTION
MURFREESBORO WATER AND SEWER DEPARTMENT
PERSONNEL ASSISTANT

1. JOB TITLE: PERSONNEL ASSISTANT

2. **DEFINITION:** The position of Personnel Assistant requires an individual who is capable of exercising good judgment and who possesses excellent secretarial skills and the personal disposition and the psychological qualities generally required of people who work well with the public and other employees. The employee will be directly responsible to the Director of the Water & Sewer Department. All employees are responsible to the City Manager. The position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens, and as Non-Safety Sensitive; the employee is subject to reasonable suspicion, post-accident, return to duty and follow-up drug and alcohol testing.

3. **EQUIPMENT / JOB LOCATION:**

   a. A Personnel Assistant must be capable of operating a personal computer, typewriter, Dictaphone, 10-key calculator, facsimile machine, photocopier, postage machine, multi-line telephone system and miscellaneous office equipment and accessories customarily used in an office environment.
   b. The job location is primarily the Administrative offices of the Water & Sewer Department. All City facilities and vehicles are smoke-free.

4. **ESSENTIAL FUNCTIONS OF THE JOB:**

   a. Maintains files and records in the Water Department, including active, inactive, retired and vested employee personnel files.
   b. Conducts meetings to explain benefits to new full-time employees and completes all documents required to establish a new hire as a Water and Sewer Department employee, e.g., W-4, Employment Eligibility Verification (I-9), enrollment forms for medical, dental, life and Long Term Disability insurance, flexible spending and various other necessary forms.
   c. Coordinates with departmental representatives the sign up and orientation of new employees.
   d. Maintains accurate records of employees' benefits.
   e. Completes forms necessary to report status changes to medical/dental insurance carriers.
   f. Assists employees in all departments with inquiries relating to medical and dental insurance benefits and coverage, insurance claims and Employee Assistance Program.
   g. Enrolls employees into the direct deposit program.
   h. Accurately computes and prepares payroll for Departmental employees; prepares, enters and maintains all payroll related information.
   i. Maintains Section 125 Non-Covered Medical and Dependent Care files and disbursement of funds.
   j. Prepares insurance billings.
   k. Distributes labor charges to correct accounts and maintains labor records.
   l. Maintains and balances all records relating to the accrual and disbursement of sick and

annual leave.

m. Prepares reports of labor charges.
n. Maintains employee job descriptions.
o. Interacts with the public and other Department and City employees to disseminate information regarding Department and personnel activities.
p. Manages court ordered payroll garnishments.
q. Manages Department petty cash.
r. Maintains Workers' Compensation files and necessary records and processes request for payments to Risk Management when indicated.

5. ADDITIONAL EXAMPLES OF WORK TO BE PERFORMED:

a. Delivers correspondence/documents to other departments.
b. Delivers outgoing mail to the post office on a daily basis.
c. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

a. Must be at least 21 years of age.
b. A diploma from an accredited high school or an equivalent GED is required, some college preferred.
c. Must have legal authorization to work in the United States.
d. Must be able to comprehend both oral and written instructions and to communicate in English, both orally and in writing.
e. Must have a driver's license valid in the State of Tennessee.
f. Must have the ability to report for work on time and perform the duties of the job for a complete work day.
g. Must have the ability to perform accurate mathematical calculations.
h. Must have the ability to establish and maintain effective working relationships with supervisors, co-workers and the public.
i. Must be knowledgeable of all City personnel policies and procedures.
j. Knowledge of and ability to apply the provisions of the Fair Labor Standards Act in the computation of payrolls, overtime and other special pay.
k. Must have the ability to exercise independent judgment within the limits of the position.
l. Must have the ability to concentrate and accomplish tasks to meet deadlines despite interruptions.
m. Must be able to perform a variety of tasks simultaneously or in rapid succession.
n. Must be able to operate and have a general working knowledge of personal computers, telephone communications equipment and other standard office devices.
o. Must have a general working knowledge of Microsoft Word, Access and Excel programs.
p. Must have a good reputation for and ability to maintain confidentiality.
q. Must have good keyboard skills, both accuracy and speed.
r. Must have good writing skills.
s. Must demonstrate thorough and accurate record keeping skills.
t. Must possess excellent human relations skills.

Non-Exempt
Non-Safety Sensitive

April 27, 2004