

Page 2
Sargent County
Job Description

- Maintains knowledge in the areas of FMLA, EEO, ADA and COBRA to counsel employees and supervisors regarding rules, regulations and procedures.
- Processes hiring requests, prepares internal/external postings, processes employment applications, and assists supervisors in employment activities.
- Coordinates, investigates and documents employee work-related injuries. Consults with Medical Providers, Workers Compensation and the North Dakota Association of Counties to ensure confidentiality of work-related injuries.
- Assists with a wide variety of projects including: working with the outside consultant on job compensation analysis and pay plan administration. Works collaboratively with Department Heads/Supervisors on pay plan administration.
- Performs various new employee orientation activities to foster positive attitude towards Sargent County.
- Advises/consults/interprets department head and supervisor's county policies regarding employment, employee benefits, compensation, performance reviews, discipline and termination procedures. Provides input to supervisors or consults with legal counsel to ensure that policies comply with federal and state laws.

OTHER RESPONSIBILITIES

Performs other work related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION:

Associate degree, preferably bachelor's degree in business administration with an emphasis on human resource administration.

EXPERIENCE AND SKILLS REQUIRED:

At least two years of financial and administrative experience including recent experience in payroll and personnel administration, accounting practices/procedures and office management or combination of education and experience which provides the following skills, knowledge and abilities:

- Ability to handle multiple duties and priorities with strong organizational skills.
- Considerable detailed knowledge of payroll and flexible benefit administration required.
- Knowledgeable of current labor laws and personnel/payroll administration rules.
- Considerable knowledge of modern office practices and procedures.
- Ability to operate general office equipment including general financial and word processing applications.
- Considerable knowledge of organization and operation of county government and working knowledge of the North Dakota Century Code.
- Keep informed of the latest developments in human resource management practices and labor laws (federal and state) through publications and seminars.
- Must have the ability to communicate effectively, orally and in writing and have good public relations skills. Must have the ability to establish and maintain effective working relationships with others including peers, management and County Commissioners whether in a team or individual contributor role.
- Must have the ability to work in a confidential manner.
- Strong customer service orientation with excellent interpersonal, written communication skills and receptionist/phone experience.

The qualifications listed above are guidelines. Other combinations of education and experience could provide the necessary knowledge, skills and abilities to perform this job.

WORKING CONDITIONS AND ENVIRONMENT

This position has good working conditions in general, but is a diversified job requiring sustained mental effort related to public contacts, organizational issues, planning and technical areas.

The individual may encounter moderate emotional strain or tension. There is sustained exposure to public contact and sitting. There is also moderate exposure to Video Data Terminals (VDTs) and moderate lifting (up to 40 pounds).

Sargent County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Counties will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.