

SUPPLEMENTAL JOB DESCRIPTION

Classification: Human Resources Assistant I
Position Title: Human Resources Assistant I
Position Number: 9-temp

Function Code: 5147-077
Date Established: 10/18/91
Date of Last Amendment: 12/02/09

SCOPE OF WORK: This position will coordinate with the Human Resources Administrator in providing clerical assistance in processing human resources information and personnel policies for the State of New Hampshire Liquor Commission. Adheres to the requirements of the Liquor Commission Policy, the Collective Bargaining Agreement and the New Hampshire Division of Personnel Rules.

ACCOUNTABILITIES:

- Prepares and posts position vacancies in accordance with the rules of the State Division of Personnel. Creates and maintains recruitment files. Prepare and place advertisements for vacant position and responds to information relative to job vacancies.
- Performs clerical duties for the Human Resources Department including correspondence to job applicants and state employees regarding recruitment including answering inquiries, creating promotional letters, creating longevity certificates.
- Coordinates and schedules required testing for potential applicants for departmental positions and ensures that all assigned paperwork related to applicant tracking and new hire activity is completed and processed timely. Performs applicable background checks to ensure that all final applicant documentation is complete for potential candidates.
- Creates and maintains an Access database in order to track and maintain applications.
- Interacts with the public to ensure that recruitment information is provided. Receives and responds to e-mails through the State system regarding employment opportunities for the Department.
- Designs and creates spread sheets for tracking and maintaining position numbers; evaluations; interview scores and training for all Liquor Commission employees.
- Assists the Human Resources Department with fundraisers such as Lee Denim Days, Daffodil Days and the State Employees Charitable Campaign.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

Education: As listed in the class specification

Experience: As listed in the class specification

License/Certification: None Required

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

The above is an accurate reflection of the duties of my position.

Employee's Name & Signature

Date Reviewed

Supervisor's Name and Title: Nancy Valpey, Human Resources Coordinator II # 43599

Supervisor's Signature

Date Reviewed

Division of Personnel

Date Reviewed