

**Rockingham County**  
**Department of Human Resources**

**Career Opportunity**



Position Title: Executive Assistant      Salary Range: \$17.43 (min) - \$24.12 (max)  
Department: Human Resources      Posted: 1/18/2019  
Status/Shift: Full-Time (40 hours)      Closing: 1/29/2019

**Purpose/Scope:**

The Executive Assistant provides complex and administrative support to assist with the day-to-day operations of the Department of Human Resources. The Executive Assistant serves as the primary point of contact for staff, agencies, and the general public relative to policies, procedures and programs of the County.

**Essential Job Functions:**

- Provides overall administrative support to the Director of Human Resources.
- Responsible for a broad variety of administrative tasks including: managing an active calendar of appointments; completing expense reports; composing and preparing correspondence, as well as taking and transcribing meeting minutes.
- Oversees incoming phone calls and in-person inquiries; directing to appropriate staff members.
- Assists the Director in the preparation of the department budget.
- Verifies all incoming documentation (i.e., Evaluations, Payroll Change Notices, etc.) for accuracy and completion. Follows up with applicable employee or Official/Division Director as warranted.
- Plans and organizes County wide events, trainings and meetings under the supervision of the Director.
- Generates monthly employee evaluation schedules, disperses reports to departments, and creates Payroll Change Notices as warranted.
- Facilitates and manages the employee discount programs with various selected vendors.
- Manages office supply inventory; orders, restocks, organizes and distributes supplies.
- Prepares New Hire Welcome and Orientation information packets.
- Receives, opens and distributes department and interoffice mail.
- Processes invoices and warrants using applicable software.
- Able to handle confidential information with discretion.

**Knowledge, Skills, and Abilities Required:**

- Knowledge of basic accounting practices and budget experience.
- Proficient computer skills with Microsoft Office applications.
- Fluency with electronic HRIS software systems; KRONOS experience preferred.
- Must have good interpersonal relations with proven communication skills, both verbal and written.
- Must have strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.

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**Submission Requirements:** Employment application, resume and cover letter required.

**Apply to:** Human Resources Department    **Email:** [careers@co.rockingham.nh.us](mailto:careers@co.rockingham.nh.us)

**Mail or Drop off Applications to:**

**Rockingham County Human Resources Department, 111 North Road, Brentwood, NH 03833**  
Applications can be found online at:    **[rockinghamcountynh.org/careers](http://rockinghamcountynh.org/careers)**

***EQUAL EMPLOYMENT OPPORTUNITY***

Mandatory post offer physical, drug and alcohol testing for new hire. Criminal records check required.