

# TOWN OF MILFORD - JOB DESCRIPTION

<b>JOB TITLE:</b>	Human Resource Coordinator	<b>GRADE LEVEL:</b>	9
<b>CLASSIFICATION:</b>	Non-Exempt (Part-Time)	<b>DEPT:</b>	HR
<b>CREATED:</b>	5.2022	<b>REVISED</b>	

<b>Job Description:</b>	Processes and maintains all employee files for the Human Resource Department. Performs a wide variety of routine and/or complex clerical tasks and receptionist work including skilled use of office/computer equipment.
<b>Accountability:</b>	Reports to Human Resource Director
<b>Equipment Used:</b>	Computer, typewriter, copier, fax machine. Telephone and calculator. Printer, paper shredder and postage machine, etc.
<b>Environment:</b>	<b>Inside:</b> <u>100%</u> <b>Outside:</b> <u>0%</u>

## Duties and Responsibilities:

**Note:** Except as specifically noted, the following functions are considered essential to this position. The listed duties, however, are not meant to be a complete listing of the duties which may be undertaken by this position. Employee is responsible to be familiar with and perform all aspects of the following:

**General office:**

1. Files documents in accordance with established systems or directions.
2. Assist with the upkeep and maintenance of employee files.
3. May assist with job posting, closing and/or archiving on ApplicantPro and sending corresponding notices to applicants.
4. May assist with generating form letters and other routine correspondence. All such documentation should be accurate for spelling, grammar and punctuation.
5. May assist with the consolidation of information for special projects.
6. May assist with website maintenance and/or social media distribution of open positions, with final approval from Director and/or designee prior to publishing.
7. May assist in the maintenance and upkeep of the SOP/G (Standard Operating Procedures/Guidelines) Manual
8. May perform data entry work as required.
9. May open, date stamp and/or distribute mail in the absence of the Director.
10. Performs other duties as assigned.

**Requirements:**

1. Maintains an appropriate level of confidentiality regarding the records and operations of the Department.
2. Requires accuracy for spelling, grammar and punctuation.
3. Background in Human Resources beneficial.

**Employees receive in-house training in:**

4. Excel and Word (as needed)
5. Applicant Pro
6. Munis

## Physical Activity Requirements:

Frequently, Occasionally, Seldom, Rarely or Not Required

<b>PRIMARY PHYSICAL REQUIREMENTS</b>	
LIFT up to 10 lbs.:	Frequently

<b>OTHER PHYSICAL CONSIDERATIONS</b>	
Twisting	Occasionally

<b>PRIMARY PHYSICAL REQUIREMENTS cont'd</b>	
LIFT 11 to 25 lbs.:	Occasionally
LIFT 26 to 50 lbs.:	Seldom
LIFT over 50 lbs.:	Not required
CARRY up to 10 lbs.:	Frequently
CARRY 11 to 25 lbs.:	Occasionally
CARRY 26 to 50 lbs.:	Seldom
CARRY over 50 lbs.:	Not required
REACH above shoulder height:	Occasionally
REACH at shoulder height:	Frequently
REACH below shoulder height:	Frequently
PUSH/PULL:	Occasionally

<b>HAND MANIPULATION</b>	
Grasping:	Frequently
Handling:	Frequently
Torquing:	Not required
Fingering:	Frequently
Controls and Equipment:	Required **

**Controls & Equipment\*\***  
 General office equipment to include: Computer, telephone, copier and fax machine, postage meter and calculator and printer.

<b>OTHER PHYSICAL CONSIDERATIONS cont'd</b>	
Bending:	Occasionally
Crawling:	Seldom
Squatting:	Occasionally
Kneeling:	Occasionally
Crouching:	Seldom
Climbing:	Occasionally
Balancing:	Occasionally

**WORK SURFACE(S)**  
 Standard office desk and chair. Computer/copier.  
 Carpet and vinyl flooring

<b>DURING AN 4-HOUR DAY, EMPLOYEE IS REQUIRED TO:</b>		
	<b>Consecutive Hours</b>	<b>Total Hours</b>
	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Sit	<b>2-4</b>	<b>3-4</b>
Stand	<b>0-1</b>	<b>1-2</b>
Walk	<b>0-1</b>	<b>1-2</b>

### **Cognitive and Sensory Requirements:**

Talking:	Necessary for communicating with others.
Hearing:	Necessary for receiving instructions and queries.
Sight:	Required for the performance of duties.
Tasting & Smelling:	Not required for the performance of duties.

### **Specific Vocational Preparation Requirement(s):**

Short demonstration only	Any "beyond short" demonstration up to and including 30 days.	<b>X</b>	30-90 days
91-180 days	181 days to 1 year		1 to 2 years
2 to 4 years	4 to 10 years		Over 10 years

<b>Required:</b>	<ul style="list-style-type: none"> <li>H.S. Diploma or G.E.D.</li> <li>Demonstrated skills in accuracy and meeting deadlines.</li> <li>Ability to interact well with the public/peers and management.</li> <li>Self-motivation and ability to work with a minimum of supervision and keep informed of relative rules, regulations and procedures pertinent to position.</li> <li>Ability to perform repetitive type tasks and work well under pressure/within deadlines.</li> <li>Requires accuracy, attention to detail and timeliness of processes.</li> <li>The position requires the ability to read, follow instructions and meet deadlines.</li> <li>Confidentiality must be exercised at all times.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Operations knowledge of computer hardware and software (Microsoft Office Products), social media, etc.</li> </ul>
<b>Supervisory experience:</b>	None.
<b>Licensure/ Certification Requirements:</b>	None.

<b><u>Other Training, and or related Skills</u></b>	
<b>Summary of Occupational Exposures:</b>	
<b><u>Summary of Occupational Exposures:</u></b>	Comfortable office setting with ample work and storage space; no general distracting features; minimal or no exposure to toxic or hazardous substances; encompasses the office areas of the Town Hall.
<b>Other Considerations and Requirements:</b>	
<b><u>Other Considerations and Requirements:</u></b> <ul style="list-style-type: none"> <li>• This position requires the projection of a positive attitude and image about the Town of Milford, a pleasant personality and a total commitment to service.</li> <li>• The physical demands of the duties described her are representative of those that must be met by an employee to successfully perform the essential functions of this position.</li> <li>• Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</li> </ul>	

**I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the job description is representative of the position, not all inclusive.**

Signature

Date

This job description was reviewed and approved by Dept Manager and HR on	6/5/2023
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