



Administrative Assistant-Human Resource Position Description

Department: Legal

Position: Administrative Assistant-Human Resource

Job Category: PAT (Professional, Administrative, Technological)

Status: Permanent, Full-time

Scheduling: 40 hours a week

FLSA Status: Non-exempt

Date of Announcement: February 6, 2026

Application Deadline: Until position is filled.

Job Summary:

Under the direction of the Human Resources Manager this position will perform administrative tasks and services to support efficient operations of the Human Resources Department.

Essential duties and responsibilities:

The following duties are normal for this position but not all-inclusive.

- Provide support to one or more areas of Human Resources such as recruitment, personnel records, and employee relations.
- Assist with employment-related inquiries from applicants, employees, and supervisors, referring sensitive issues to appropriate staff.
- Provide support to employees regarding benefits inquiries, including EAP, medical insurance, and PERF.
- Create and post-employment notices on-line, to local newspapers and to City website.
- Process, maintain and distribute employment applications to departments.
- Ensure accurate and timely processing of all termination paperwork, including insurance and benefits-related documentation.
- Process all paperwork for new and rehired employees through E-Verify and enter in ADP payroll system.
- Ensure accurate reporting of new hires and terminations to the City's auto insurance provider.
- Accurately submit all required new hire information to the Indiana New Hire Reporting Center in compliance with state regulations.
- Process and verify claims related to EAP and other medical services.
- Provide all necessary new hire paperwork to payroll in a timely manner for all new employees.
- Coordinates and co-chairs OSHA safety meetings, overseeing agendas, documentation, and safety communications across departments.
- Maintain, process, and manage all documentation and reports related to Workers' Compensation injury claims, including required OSHA reports.
- Oversee the maintenance, tracking, and processing of all DOT/FMCSA compliance documentation for CDL-licensed employees.
- Create, maintain, and update Excel spreadsheets to support departmental needs.
- Assist as backup to Human Resources manager, including orientations and interviews of new employees when needed.
- Maintain knowledge of human resource trends, and best practices.
- Maintain files and filing systems.
- Perform other related duties as required.

Minimum Training and Experience Required:

- High school diploma or equivalent and three to five years relevant work experience: or any

equivalent combination of education, training and experience which provides the necessary knowledge, skills, and abilities.

Special Requirements:

- Must demonstrate advanced skills in Microsoft Office 365 applications, including Outlook, Word, and Excel.
- Proficiency with ADP payroll software preferred.
- Ability to maintain a high level of confidentiality.
- Must have a valid driver's license.
- Must be able to pass pre-employment background check.

Minimum Physical and Mental Abilities:

- Ability to exert physical effort in sedentary to light work involving routine stooping, kneeling, crouching, and reaching; ability to climb and balance.
- Ability to engage in prolonged sitting and visual concentration while working at the computer.
- Ability to effectively operate a variety of office equipment.

Supervisor Responsibilities

- not applicable

Mathematical Ability:

- Competence in arithmetic, and statistics

Language Ability and Interpersonal Communication:

- Ability to comprehend a variety of reference books and manuals.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information
- Ability to use independent judgment, and common sense, in the performance of tasks.
- Must have strong time-management skills, be detail oriented, with ability to meet deadlines.
- Ability to communicate effectively and professionally with supervisors, co-workers, other City personnel and public verbally and in writing.
- Ability to work under stressful conditions, to respond immediately to crisis situations and balance priorities.

Environmental Adaptability:

- Ability to work effectively in an office environment.

Rate of Pay:

Salary Minimum – Midpoint Range: \$21.26 - \$25.51 hourly
Grade 9 as designated by current salary ordinance.

Work Hours:

Monday - Friday, 8:00 a.m. – 5:00 p.m. (Hours may be required outside of normal workday for meetings and special events).

Applications available in Human Resources, 204 E. Jefferson St., Goshen or online at www.goshenindiana.org. Click Job Opportunities.