

HUMAN RESOURCE COORDINATOR/ADMINISTRATIVE ASSISTANT

DESCRIPTION

The Office of the Code Reviser is seeking to fill a full-time position as a human resource coordinator/administrative assistant. The Office of the Code Reviser is the central bill drafting agency of the Washington state legislature. The position will require mandatory overtime, including extended morning, evening, and weekend hours during the legislative session. The duties of this position will entail a variety of paraprofessional and technical duties in both human resource and administrative assistance areas providing support to management and staff.

Typical duties in the human resource area include:

- Interpreting, explaining, and applying human resource rules, policies, regulations, or procedures;

- Responding to inquiries and resolving problems in areas such as employment examinations, benefits eligibility or calculations, leave administration, compensation, and employee relations;

- Participating in employment and recruitment activities such as conducting screening interviews, administering and scoring employment examinations, notifying applicants of examination results, certifying candidates for vacancies, participating in job fairs and other outreach activities, and coordinating new employee orientation and training;

- Reviewing and ensuring the accuracy and completeness of human resource documents such as sick leave, annual leave, and the leave calendar, salary records, benefits enrollment or claim forms, and employee data forms;

- Preparing responses to unemployment, workers' compensation, and/or group insurance claims;

- Analyzing and summarizing data and preparing reports using computerized and/or manual systems; coordinating the maintenance of computerized human resource information or other recordkeeping systems; verifying the accuracy of records and documents adjustments; maintaining confidential records;

- Maintaining and disbursing information with regard to health insurance and health benefits;

- Conducting training and/or orientation in human resource rules, policies, and procedures and ensuring that employees have information and access to ongoing career training opportunities;

- Developing and implementing internal office procedures or recommending changes in

procedures or rules to facilitate effectiveness; and

-Performing other duties as determined by the Code Reviser.

Typical duties in the administrative assistant area include:

-Providing front desk support during sessions, including greeting clients and taking in legislative bill requests;

-Contacting clients via e-mail/telephone that legislative bill drafts are ready and distribute bill drafts from the front desk;

-Producing and filing log cards;

-Producing Request to Bill and Bill to Request tables daily;

-Producing signature sheets for each bill draft;

-Answering telephones and assisting with client inquiries; and

-Performing other duties as determined by the Code Reviser.

Desirable Qualifications:

Four years of office experience including two years of experience in a human resource or related setting;

OR

Equivalent education/experience.

JOB LOCATION

Thurston County Olympia WA 98504

Minimum Pay: \$45,000

Maximum Pay: \$60,000

Pay Unit: Year

Contact Information: Interested individuals should send a cover letter and resume by June 20, 2008, to: Human Resource/Office Assistant, Attn: Mark L. Lally, Office of the Code Reviser, P.O. Box 40551, Olympia, Washington, 98504-0551. Applications may also be submitted via e-mail to lally.mark@leg.wa.gov. Please include "Human Resource/Administrative Assistant" in

the e-mail subject line. Additional information about the office may be viewed at:
<http://www1.leg.wa.gov/codereviser>. The Office of the Code Reviser is an equal opportunity employer.