



Harris County – JOB POSTING

Job Title:	Administrative Assistant	Payroll and Human Resources
Department:	Administrative Office of the District Courts	
FLSA:	Non-Exempt	Posting Date: September 3, 2021

Purpose:

The Administrative Assistant will be responsible for processing the payroll and benefits for all District Court staff members, including District Court judges. This role will educate and assist all staff members on their Harris County Health and Related Benefits and assist the District Court judges with their State and County benefits, including their coordination of benefits.

Duties, Functions and Responsibilities:

- Process payroll for all court staff members
- Maintain communication with the Harris County Auditor's Office in order to coordinate efforts
- Handle all of the incoming and outgoing employees, including the inter-department required steps
- Educate and assist court staff with health and other related Benefits, including facilitation of the Open Enrollment process
- Monitor and educate employees regarding changes to the Harris County Personnel Policies and Procedures, as ordered by Commissioners Court
- Compose and process items to be placed on the Commissioners Court Agenda, as needed
- Sequester jurors, as needed (follow statutory requirements; arrange hotels, meals and transportation)
- Assist visiting judges, as needed
- Process payment requests, as needed.
- Facilitate the processing of required documents for the Secretary of State's Office
- Manage claims related to Workers Compensation, FMLA, ADA and grievances
- Manage statements and appeals related to the Texas Workforce Commission (TWC)
- Assist and provide backup for the Office Administrator, as needed
- Perform additional duties as assigned

SYSTEMS UTILIZED

STARS – Harris County Shared Technology and Reporting System (powered by PeopleSoft)
Microsoft Office – Outlook, Word, Excel

Minimum Qualifications:

Education:

- High School diploma or GED equivalent.

Experience:

- Must have at least five (5) years' experience working within an administrative or clerical environment
- Must have experience using Harris County PeopleSoft/STARS Payroll and Benefits system

Knowledge, Skills, and Abilities:

- Demonstrated knowledge of payroll processing procedures, grants administration and budget management
- Strong understanding of Harris County employee benefits
- Proficiency in Microsoft Office programs, including Outlook, Word and Excel
- Strong verbal and written communication skills
- Self-motivated initiative and ability to work with minimal supervision
- Ability to manage and prioritize tasks and deadlines
- Strong attention to detail and problem-solving skills
- Ability to analyze information from various sources
- Ability to maintain confidentiality of personal and organization records

Physical Requirements:

Ability to sit for extended periods of time.
Ability to push/pull, lift and carry up to 25 lbs.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under their supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

This posting closes on September 23, 2021

To apply please send your resume to Melissa Dartez, Human Resources

melissa_dartez@justex.net