HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Human Resource Assistant

Job Code: W1308
Pay Grade: WI
Pay Scale: $22.05-$41.02 Hourly; $45,864.00-$85,321.60 Annually
Exempt: No

OVERVIEW

Performs entry-level human resources support duties in one or more areas of a human resource (HR) program.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Prepare and distribute routine HR-related correspondence and written communications, including letters, memos, and emails, to provide information and support HR activities and services.
- Establish and maintain human resources files and associated records and systems to document activities and comply with records management operating policies and procedures.
- Proofread reports, documents, and forms to identify and correct errors.
- Assist agency personnel with initiating, processing, modifying, or correcting human resources related information.
- Process routine HR transactions within an assigned functional area, including entering and updating information into automated systems, answering and directing telephone calls, and responding to agency personnel inquiries.
- Assist with employee benefits orientations and resignation out-processing.
- Assist with the annual open enrollment process, including processing benefit elections and changes and responding to routine employee inquiries.
- Assist with auditing employee benefits information across systems and vendor platforms to verify accuracy and identify discrepancies requiring correction or follow-up.
- Administer required pre-employment and post-employment examinations, including State Officer Certification and Criminal Justice Basic Abilities (CJBAT)/Florida Basic Abilities (FBAT) examinations and Criminal Justice Information Services (CJIS) security tests; monitor test expiration dates to ensure timely annual renewals and maintain test security and compliance with agency protocols.
- Coordinate in-person language allowance qualification test sessions with employees.
- Review, record, and enter test results and update candidate statuses in Workday.
- Collaborate with IT, third-party vendors, and HR staff to troubleshoot software and hardware issues within the testing center and ensure timely resolution.
- Take photographs and issue identification cards and credentials to employees and contingent workers.
- Process new hire paperwork and onboarding documentation for employees and contingent workers and notarize applicable new hire documents.
- Provide backup coverage for the front desk.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Knowledge of general office policies, procedures, and practices.
- Knowledge of human resources program procedures and documentation.
- Knowledge of English grammar, punctuation, and spelling.
- Ability to work effectively with others.
- Ability to follow oral and written instructions.
- Ability to communicate effectively, both orally and in writing.
- Ability to perform accurate computations and verify data.
- Ability to use a computer and related software.
- Ability to evaluate applicant's information to determine qualifications.
- Ability to complete personnel action requests to achieve the desired organizational and/or staffing change. Ability to type may be required.

SKILLS

- New Hire Orientations
- Technical Knowledge
- Employee Orientations
- Problem Solving
- Written Communication
- Decision Making
- Personnel Administration
- Workday HCM
- Computer Literacy
- Onboarding
- Verbal Communications
- Compliance Awareness
- New Hire Processes
- Test Administration
- Administrative Support

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- One year of human resources related experience.

OR

- An associate’s degree from an accredited institution of higher education.
- 6 months of human resources related experience.

OR

- A bachelor’s degree from an accredited institution of higher education.

REQUIRED PRE-EMPLOYMENT TESTING

- Completion of pre-employment testing.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff’s Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff’s Office retains the right to change or assign other duties to this job as necessary.