Jobs in Idaho

Human Resources Assistants, Except Payroll and Timekeeping

NEXT STEPS IDAHO

What Is It?

Compile and keep personnel records. Record data for each employee, such as address, weekly earnings, absences, amount of sales or production, supervisory reports, and date of and reason for termination. May prepare reports for employment records, file employment records, or search employee files and furnish information to authorized persons.

What Do They Typically Do?

- Organizing, Planning, and Prioritizing Work
- Communicating with Supervisors, Peers, or Subordinates
- Working with Computers

Annual Income:

- Entry Level: $31,580
- Typical: $35,380
- Experienced: $43,830

Major Employers:

Administrative and Support Services,Health Care and Social Assistance,Government

What do I do next?

Learn about the job culture:

- Schedule at least one informational interview
- Conduct a job shadow, if possible
- Research available volunteer or intern opportunities

Prepare for training:

- Visit and call trade schools or colleges that offer a related program
- Research regional job openings at: idahoworks.gov

Explore all pathways to certification:

labor.idaho.gov/jobscape

Talk to your school counselor or advisor for more information

Get started today!

Ask about the career & technical programs at your school or nearby technical college.

Check out Idaho Digital Learning Academy for online opportunities: idahodigitallearning.org

For tips, tools, and resources to learn how your skills and interests can translate to a rewarding career, visit the Next Steps Idaho website.

www.NextSteps.Idaho.gov

IDAHO WORKFORCE DEVELOPMENT COUNCIL

Data provided by O*NET National Resource Center, onetcenter.org and Idaho Department of Labor

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