



# HUMAN RESOURCES ASSISTANT

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**Exempt:** No

**Starting Salary:** \$17.50 /hr.

**Shift:** Part Time - Up to 30 hours Monday through Friday

**Reports To:** HR Director

## **JOB SUMMARY:**

As a Human Resources Assistant for the City, you will support the HR department in various administrative tasks. The ideal candidate will be highly organized, detail-oriented, and possess strong communication skills. This role offers an excellent opportunity to gain valuable experience in the field of human resources.

## **KEY RESPONSIBILITIES:**

- Assisting with the recruitment process by posting job ads, screening resumes, and scheduling interviews.
- Coordinating new hire orientations and assisting with onboarding processes.
- Maintaining employee records and ensuring all documentation is up-to-date.
- Assist with maintaining and compliance with the E-Verify platform.
- Providing support for employee inquiries regarding policies, procedures, and benefits.
- Assisting with performance management processes, including tracking evaluations and maintaining records.
- Helping to organize employee events and activities to promote team building and morale.
- Assisting with HR projects as assigned, such as employee surveys or policy updates.

## **EXPERIENCE AND EDUCATION:**

- High school diploma or equivalent is required.
- Two years of experience and/or training in human resources is preferred.
- Any combination of experience and education in human resources and administrative assistant field providing the applicant with the knowledge, skills, and ability required to perform the essential functions of the position may be considered.
- Knowledge of municipal services, local government structure, and relevant regulations is a plus.

## **OTHER SKILLS AND ABILITIES:**

- Ability to maintain confidentiality and handle sensitive information appropriately.
- Strong communication and interpersonal skills.
- Ability to remain calm and professional when dealing with difficult or upset customers.
- Excellent problem-solving and decision-making abilities.
- Proficiency in using computer systems and software for data entry and retrieval.
- Strong organizational skills with the ability to prioritize tasks and manage time effectively.
- Excellent communication skills, both verbal and written.

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Experience BS&A and NEOGOV software is a plus.
- High level of attention to detail and accuracy.
- Flexibility to adapt to changing priorities and workload.

**WORKING CONDITIONS:**

While performing the duties of this job, the employee is frequently required to use hands and fingers dexterously to operate office equipment including telephones, photocopiers, computers, and keyboards; sit for extended periods of time; and stand, walk, stoop, crouch and reach with hands and arms. The employee must be able to lift and/or move up to 30 pounds. Specific vision requirements include close, distance and peripheral vision, the ability to adjust focus, and the ability to judge distances and spatial relationships. The employee must be able to hear and to talk and to communicate verbally in-person as well as on a telephone.