



JOB ANNOUNCEMENT



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HUMAN RESOURCES ASSISTANT HUMAN RESOURCES DEPARTMENT

Posting Date:	November 8, 2016	Job Code:	176-1540
Closing Date:	Open Until Filled	Grade:	0016 – Non-Exempt
Pay Range:	Hourly: \$13.16 - \$20.40 Annual: \$27,374 - \$42,430	Work Status:	Full Time

JOB SUMMARY

Provides front end reception duties for the department and performs a variety of clerical support functions including filing, processing applications and new hire paperwork, posting jobs, assisting applicants, walk-ins, and employees. Answers phones, greets visitors, maintains files and updates records as needed.

MAJOR JOB RESPONSIBILITIES

Coordinates all aspects of walk-in application flow, including receiving, reviewing and managing application folders for hiring departments of the City.

Pre-screens applications to ensure minimum requirements are met and that applications are complete and legible.

Assists with pre-employment process to include reviewing new hire paperwork, scheduling pre-employment physicals and drug testing, taking photo ID, handling I-9 process, and entering information in Employment Eligibility Verification System.

Prepares job postings and advertisements for all open positions in the City. Posts and maintains open positions on City website and TV18. Maintains City job line, updates and distributes weekly job lists, maintains job listings in lobby binders.

Assists with job fairs, presentations, recruitment, community meetings, educational opportunities, special projects as needed.

Receives visitors and announces to the appropriate departmental personnel.

Manages office supplies. Places orders and checks inventory of office supplies.

Places work requests with technician for problems with copier.

Maintains lobby and reception area to assure adequate lighting, security, cleanliness, and orderliness.

Maintains calendars for training room and conference room.

Manages mail delivery and pick-up for department.

Provides support in other administrative areas as needed through cross-training and on-the-job training.

Assists other HR staff members with administrative support, filing, copying and special projects as assigned.

Provides quarterly and annual statistics and reports as needed.

Maintains Police application database.

Reports new hires to E-Verify and Georgia New Hire Reporting Program via website.

Tracks terminations and updates database according to Personnel Action Forms. Also, keeps Information Technology Department informed of terminations.

Enters information from Exit Interview Forms into database.

Manages I-9 forms and Employee Photo database.

Provides administrative support for Human Resources staff members as needed.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience:

High School diploma or G.E.D; some college preferred.

Minimum three years progressive clerical experience. Experience in Human Resources, a plus.

Bi-lingual (English/Spanish) a plus.

Demonstrated ability in MS products, including Outlook, Excel, Word, Access, and Publisher.

Licenses and Certifications:

Valid Class C Driver's License and a satisfactory Motor Vehicle Record (MVR) desirable.

Must be able to obtain Certificate of Appointment of Notary Public within 3 months from date of hire.

Knowledge, Skills and Abilities:

Knowledge of standard practices in Human Resources.

Knowledge of departmental policies and procedures, and general office administration.

Knowledge of word processing and skill in operation of computer software to enter and retrieve data, prepare spreadsheets and maintain a database.

Skill in operating multiple telephone lines and routing calls.

Skill in use of complex spreadsheets and database creation and management.

Skill in preparing, organizing and maintaining files, reports and records of a confidential nature.

High degree of proficiency and accuracy in all aspects of work product.

Ability to exercise independent judgment and provide recommendations/solutions to problems.

Ability to manage several priorities simultaneously effectively and accurately.

Ability to work with very limited supervision.

Ability to understand and follow verbal and written instructions and to make minor decisions in accordance with established departmental rules, regulations and policies.

Ability to communicate effectively with multiple departments on pre-hire process and applicant status.

Ability to communicate clearly and effectively, both verbally and in writing.

Ability to establish and maintain effective work relationships with other employees within and outside the department, and the general public.

Ability to deal courteously and diplomatically with the general public and other employees.

Ability to type 40 wpm.

This class specification should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification.

❖ THIS IS A FULL TIME POSITION AND ELIGIBLE FOR BENEFITS ❖

Due to Georgia State Law, all applications are subject to public disclosure.

Only candidates to be interviewed will be contacted.

As part of our hiring process, all applicants will be required to undergo a thorough background investigation which includes but is not limited to some or all of the following: contacting past employers, work and personal references, education, criminal history, motor vehicle record, and credit check. The City of Gainesville reserves the right to disqualify any applicant based on information discovered during the background investigation. Standard City of Gainesville hiring practices shall apply to all applicants.



The City of Gainesville is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, gender, religion, disability, military service, or any other category protected by federal, state, or local law.
