

May 1, 2017

RECRUITMENT ANNOUNCEMENT

HUMAN RESOURCES ASSISTANT

SALARY:
\$17.56 - \$22.88

First Review: May 22, 2017
Open until filled.

JOB SUMMARY:

Under the general supervision of the Director of Administration, Human Resources Assistant performs a wide variety of somewhat complex clerical and administrative support duties for the Human Resources department, particularly in the area of recruitment.

ESSENTIAL JOB FUNCTIONS:

Assist Director of Administration with the recruitment process: create job announcements for open positions; prepare requisitions for advertising expenditures; place advertisement with newspapers, industry journals, internet and other recruitment sources; ensure recruitment announcements are posted on intranet, our website and employee bulletin boards; ensure sufficient supply of application materials are available; respond to routine applicant inquiries; enter applicant data in computerized system; arrange for interviews including applicant notifications, confirmation and room scheduling; prepare and mail letters to applicants; establish, organize and maintain recruitment files; run Equal Employment Opportunity and status reports for file; compile information for various recruitment reports and Affirmative Action reports.

Perform various clerical tasks in support of other Human Resources staff such as entering data, typing documents, keeping logs, preparing files, filing, and compiling information.

Perform various tasks to support Safety and Loss Control Specialist: such as input accidents/liability information into the accident database; assisting in background checks for medical transport providers and maintaining background check files.

Maintain personnel, medical, leave, and general Human Resources files; assist in archiving and managing Human Resources records; distribute policies to employees, maintaining policy records, update staff policy books and prepare appropriate policy books for new hires.

Serve as back up to prepare bi-weekly payroll including the processing of direct deposits, the preparation of all related reports and the preparation of expense distributions for federal and state payroll taxes, credit unions, employee union, insurance companies, retirement agencies, United Way, etc.

Assist with the administration of federal and state mandated leave programs and disseminate required notices if requested.

Coordinate and prepare for employee retirement functions; assist with employee recognition activities

Provide backup support for receptionist duties for District administrative offices.

AUXILIARY FUNCTIONS:

Perform various clerical tasks in support of other District staff as needed.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

Working knowledge of the principles and procedures utilized in a Human Resources program.

Working knowledge of equal employment opportunity laws and various recordkeeping and reporting requirements related to lawful employment practices.

Ability to communicate, both orally and in writing, with other employees and the general public in a clear, concise and logical manner.

Ability to interact with other employees and the general public using courtesy, tact, and good judgment and to act as a positive representative of the District.

Ability to work cooperatively with others, be respectful of co-workers, and promote teamwork.

Ability to maintain confidential information.

Ability to report to work on time and on a regular, predictable basis.

Ability to perform the job functions in a timely, safe, and accurate manner.

Skill in basic arithmetic and ability to make arithmetical computations and tabulations quickly and accurately.

Skill in operating standard office equipment and multi-line telephone.

Skill in using personal computers and Windows Office Suite.

SPECIAL REQUIREMENT:

No criminal conviction which may, in the sole judgment of the District, constitute a threat to property or the safety of others.

REQUIRED EDUCATION AND EXPERIENCE:

High school diploma or GED supplemented with clerical training and two years clerical or administrative support experience, preferably in a Human Resources office

OR

Any satisfactory equivalent combination of related experience and training which provides required knowledge, abilities, and skills.

WORKING CONDITIONS:

Usual office working environment with heavy exposure to the general public.

May occasionally have to drive or take the bus to perform job functions. If incumbent wishes to drive, incumbent must present District with valid Oregon Driver's License and must maintain driving record which demonstrates adherence to safety and traffic laws and regulations.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY EMPLOYEES ASSIGNED TO THIS JOB CLASSIFICATION. THIS DESCRIPTION DOES NOT INCLUDE OTHER OCCASIONAL WORK THAT MAY BE ASSIGNED WHICH WOULD BE SIMILAR, RELATED, OR A LOGICAL ASSIGNMENT TO THE POSITION.

- ❖ On-Line: You may download application materials in Microsoft Word format (.doc) from Salem Area Mass Transit's District Employment page. Refer to specific current job opportunity of interest for application materials. Website: www.cherriots.org
- ❖ In Person: You pick-up application materials from Human Resources Department located at 555 Court St NE Salem, Oregon 97301 .Our office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.
- ❖ By Telephone: You may request that an applicant packet be sent to you by calling our Human Resources Department at 503-588-2424. Application materials will be sent via U.S. Mail. Our office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.
- ❖ By U.S. Mail: Application materials may be requested via U.S. Mail.

Mail or deliver to: Salem Area Mass Transit District
Human Resources Department
555 Court St NE, Suite 5230
Salem, OR 97301

OR

Or email to: Recruitment@cherriots.org

Faxes or resumes in lieu of original official District application form not accepted. Applications may be submitted in person, by e-mail or by mail; however, Salem Area Mass Transit District is not responsible for lost or delayed mail.

AN EQUAL OPPORTUNITY EMPLOYER

NOTE: Under the provisions of the Immigration Reform and Control Act of 1986, Salem Area Mass Transit District will require any person hired or rehired to provide evidence of identity and eligibility for employment.