The City of Ocean Springs is accepting applications for the following position:

**Human Resources Assistant**

**DEADLINE FOR APPLICATIONS:** Friday, April 28, 2017 at 5:00 p.m.

# DEPARTMENT: Human Resources and Risk Management

**REPORTS TO:** Director,Human Resources and Risk Management

**STATUS:** Non-exempt

**SALARY:** $13.00 to $16.00/hour

**GENERAL PURPOSE**

Under the supervision of the HR Director, the HR Assistant performs a variety of critical administrative and clerical tasks within the personnel and risk management systems of the City of Ocean Springs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Schedules and conducts new hire orientations including policies, insurance options, retirement, and other paperwork; processes all benefit enrollments and routes copies of documents to Civil Service, to Payroll, and to Department of hire, as appropriate.
* Administer employee benefit programs which include group health, dental, vision, telemedicine, supplemental insurance, life insurance, flexible spending, retirement and deferred compensation. Communicate with benefit companies for enrollments, changes, terminations and qualifying events. Assist employees with benefit claims and problem resolution.
* Assists with coordination of major HR projects including Annual Open Enrollment, training, etc.
* Maintains personnel files including routing copies of some items to Civil Service and Payroll.
* Creates and updates HR documents and forms, including New Hire packets and Employee Handbooks.
* Maintains HR and Employment Opportunities pages on City’s website.
* Receives Employment Applications; sorts and distributes as appropriate.
* Works closely with Civil Service in preparation for scheduled employment testing.
* Writes job announcements and advertisements and implements in-house, public, and paid posting of same; prepares requisitions for paid advertisements.
* Requests criminal background checks as part of pre-employment process.
* Schedules employee drug/alcohol screenings, physicals, vaccinations, and other medical visits as appropriate; receives results of same.
* Distributes personnel-related information to City employees.
* Locates information in Delta payroll system to use for Verifications of Employment.
* Handles risk calls in the absence of the Director of Human Resources & Risk Management, including transporting employees for post-accident drug screening.
* Performs general reception and administrative duties including helping visitors, answering telephone, responding to email, receiving and routing mail, preparing correspondence, and filing.
* Keeps up with stock of office supplies; prepares requisitions when replenishment needed.
* Maintains confidentiality and privacy in all matters pertaining to personnel and risk.

**REQUIRED EDUCATION AND EXPERIENCE**

* REQUIRED: High school diploma or equivalent
* REQUIRED: 2+ years’ experience in clerical and administrative work
* PREFERRED: Associates Degree or higher from an accredited college or university
* PREFERRED: 2+ years’ experience in human resources work

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

* General knowledge of modern HR and personnel policies and practices.
* Ability to multi-task and maintain a high level of confidentiality.
* Ability to prepare and analyze reports.
* Ability to carry out assigned projects to their completion.
* Ability to communicate effectively verbally and in writing.
* Ability to establish and maintain effective working relationships with city officials, colleagues, vendors, and the general public.
* High degree of skill in operating general office equipment (computer, fax machine, telephone, copy machine, adding machine) and an advanced level of proficiency in software used, including Microsoft Word, Excel, Outlook, Power Point, and AS400-Delta.

**TOOLS AND EQUIPMENT USED**

Personal computer, phone, fax, copy machine

**PHYSICAL DEMANDS**

The physical demands described here are representative of those an employee encounters in order to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; speak and hear; to use close vision and ability to adjust focus accordingly; to use hands and fingers to handle or operate objects or tools including but not limited to telephone, computer keyboard, computer mouse; and to reach with hands and arms. The employee is occasionally required to walk; to stand; to lift and/or move up to 25 pounds.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to quiet.

**SELECTION GUIDELINES**

* Submission of complete Employment Application.
* Rating of education and experience.
* Oral interview; reference & background checks.
* Job related test may be required.

**OTHER**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employees and is subject to change by the employer as the need of the employer and requirements of the job change.

**QUESTIONS? Call Human Resources at 228-872-3338**

**HOW TO SUBMIT YOUR COMPLETED APPLICATION**

***In Person******By Mail***

City of Ocean Springs City of Ocean Springs

1016 Porter Avenue Dept of Human Resources & Risk Management

Human Resources Cottage (next to City Hall) Box 1800

Ocean Springs, MS Ocean Springs, MS 39566-1800

***Apply Online By Email***

 <http://ci.ocean-springs.ms.us/> hr@oceansprings-ms.gov

***By Fax***

228-872-0430

**APPLICATION INSTRUCTIONS:**

**Completion of the Employment Application is required.** On the Application under the 'Choose One Position or Job' section, check 'Other' and write in the job title 'HR ASSISTANT' on the line provided. Do not check any other position listed. A résumé may be included as a supplement to the Application, but a résumé will not be considered without the completed Application. All materials must be turned in to Human Resources, not to any other department.

Due to the number of applications received, the City is unable to update applicants individually during the selection process. Only applicants of interest will be contacted.