



City of Edgewater

P.O. Box 100 • Edgewater, Florida 32132-0100

Human Resources Clerk I Position Available January 9, 2017

Position Title:	Human Resources Clerk I
Closing Date:	Open until filled
Annual Salary Range:	\$24,523 - \$35,630 (Grade 6)
General Summary:	This is an administrative position supporting all aspects and functions of the Human Resources department. Responsible work in performing personnel transactions and administrative duties. Maintenance of the employee personnel files, employee recognition, employee incentive programs, and certain employee payroll and benefits. Work is performed under general supervision in accordance with established procedures and reports to the Human Resources Director.
Description:	<p>Performs personnel tasks, which include new hires, pre-employment examinations, employee verifications, file maintenance, and data entry.</p> <p>Maintains employee personnel files with accuracy, completeness, and confidentiality as required and/or permitted by law.</p> <p>Coordinates records retention schedules and complies with public records request.</p> <p>Functions as department receptionist. Performs a variety of administrative duties directing employees to appropriate personnel and providing information and assistance.</p> <p>Prepares position announcements for advertising.</p> <p>Reviews applications for completeness and to screen and qualify for minimally and better qualified applicants.</p> <p>Works on special projects that may include mathematical calculations and spreadsheets.</p> <p>Reviews and processes requisitions.</p> <p>Assists with proctoring exams.</p> <p>Assists with performance evaluations.</p> <p>Develop communication materials and conduct training on matters relating to area(s) of responsibility.</p> <p>May be required to return to work to assist with emergency management preparation, response and/or recovery activities.</p> <p>Performs other related work as required</p>
Minimum Qualifications:	<p>High school diploma required</p> <p>Vocational/Technical training in computer operations, secretarial science, bookkeeping and/or accounting required</p> <p>1 - 2 years' experience in Human Resources preferred</p> <p>Valid Florida driver's license preferred</p> <p>Any equivalent combination of training and experience that provides the required knowledge, skills and abilities</p>
<p>Applications may be obtained from the Human Resources Department, or from our web site www.cityofedgewater.org</p> <p>Education documents must be submitted at time of application</p> <p>EOE/DFWP/VP</p>	