



**ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY**  
**Human Resources Assistant**  
**Part Time Temporary**

**Pay Range: \$10.00 to \$12.00 per hour (not eligible for benefits)**  
**20 hours per week may vary**

**New employees usually start at beginning level of pay range.**

**FLSA Status: Non-Exempt (eligible for over time)**

**Candidate of choice must pass pre-employment drug test and criminal background check.**

**Training and Experience:** High school diploma with two years office support experience, office procedures and organizational education preferred with varied clerical work, including excellent customer service. Other combination of experience and education that meet the minimum requirements may be substituted.

**Essential Duties:** Answer phones promptly and greet walk-in customers using excellent customer service. Forward to appropriate HR personnel questions and complaints tactfully and courteously. Maintain strict confidentiality with sensitive and HIPAA protected employee information. Review HR forms for completeness, signatures and dates. Accurately enter employee information into HR database as needed. May verify applicant identification documentation and code forms in support of I-9 reporting requirements. File I-9 forms, permanent and temporary employee paperwork and personnel files accurately and in a timely manner for access by others. Pick up and deliver office mail and applications, open, date stamp and distribute or re-route department mail. Process HR-related requests such as records requests, make copies, mail forms and general office support. File set up and maintenance for current and termed employees, pull and shred hardcopies routinely and per retention schedule. Assists with New Hire Orientation preparation. Computer proficient in word processing, spreadsheet, database creation and maintenance, information storage and retrieval, electronic file management and related tasks. Track inventory of office supplies and inform supervisor for ordering purposes by staff. Assist with recruitment tasks such as logging applications, testing and follow-up with applicants. Write clear and concise correspondence using proper business English and grammar. Demonstrate superior customer service at all times. Maintain regular and reliable attendance. May participate gathering information for HR related surveys and compensation research. Performs other duties as assigned.

**Knowledge, Skills, and Other Characteristics:**

**Knowledge of:** Superior customer service principles and techniques. Modern office practices, procedures, and standard record maintenance procedures applicable to a Human Resources office. Knowledge of software applications including spreadsheet, database, and word processing, specifically Microsoft Office software products.

**Ability to:** Clearly and accurately communicate with City personnel, elected officials, or the public, in person, electronically or by correspondence. Establish priorities for own workload based upon such factors as need for immediate action, work objectives and work schedule. Exercise independent initiative and judgment. Learn Human Resources policies and procedures through observation, verbal instruction, and written source documents. Maintain confidentiality of personnel information. Respond to routine HR questions and situations or refer to HR staff. Operate variety of standard office equipment such as calculator, fax machine, copier, scanner and other related office equipment. Perform basic arithmetic (e.g., addition, subtraction, multiplication, and division) rapidly and accurately. Must be able to be seated at desk and computer for periods of time. Must be able to work in a fast paced office and, at times, under pressure to meet tight time schedules and deadlines.

**Physical and Visual Ability:** Sufficient to effectively and safely perform required duties and to safely operate required office equipment and city vehicle as needed. Ability to lift and carry up to 30 lbs.

**Deadline: Applications must be received by September 6, 2013**

**Send application/resume to:**

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303  
(928) 777-1315 (928) 777-1347 800-748-6205 TDD (928) 777-1100 Fax: (928) 777-1213

**.Email: [personnel@prescott-az.gov](mailto:personnel@prescott-az.gov) Visit our website at [www.prescott-az.gov](http://www.prescott-az.gov)**

Posted: August 22, 2013

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