Human Resources Assistant/Receptionist

The City of Bryant is accepting applications for the position of **Human Resources Assistant/Receptionist**. Starting annual income $32,851 plus, depending upon experience and education. Great benefits & retirement package included! Applications may be completed online at www.cityofbryant.com or picked up at the Human Resources Department at 210 S.W. 3rd Street, Bryant, AR 72022. A city application must be completed and submitted to be considered for this position. Position closes at 5:00 p.m., February 25, 2019 or will remain open until filled. The City of Bryant is an Equal Opportunity Employer.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential: these include, but are not limited to, attendance, getting along and communicate well with others, ability to provide great customer service, working a full shift, dependability, leadership, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent/applicant when possible

GENERAL DESCRIPTION OF POSITION

Provides pleasant customer service for City Hall visitors. Answers and directs calls. Assists the Human Resources department with hiring process details.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides pleasant customer service to visitors of City Hall.

2. Answers and directs calls.

3. Reviews all applications to ensure they are complete. Downloads and forwards applications and resumes to hiring managers in a timely fashion. Ensures hard-copy applications are stocked as needed in the lobby.

4. Schedules interviews and compiles interview books for all departments.

5. Answers questions regarding applications and position updates.

6. Assists with extending conditional offers to pending employees. Checks three references per applicant within three days of conditional offer being made. Refers concerns and questions to HR Director.

7. Schedules pre-employment physicals and drug screens.

8. Develops and maintains effective filing system for all open jobs and applications.

9. Compiles new hire packets for both full and part-time employees.

10. Responsible for effective close-out of open jobs to include notification to interviewees who were not selected.

11. Responsible for notifying supervisors of all employees called for random drug testing, no more than two hours in advance.

12. Compiles new hire folders and files them appropriately in a timely fashion.

13. Responsible for providing thorough second level review of payroll. Folds, stuffs and prepares paystubs for all employees.

14. Receives, sorts and delivers mail throughout City Hall on a daily basis.

15. Responsible for working with the Finance department to complete credit card purchase reporting on a monthly basis.

16. Prepares all purchase orders for the Human Resources department.

17. Assists the HR department with various projects to include, ACA reporting, timesheet collection, document preparation, database management etc.

18. Assists the HR Manger with entering new hires in to the system, notifying supervisors of upcoming evaluations etc.

19. Maintains positive and professional relationships with colleagues throughout the city.

20. Performs other duties as assigned and as needed.

21. Regular and punctual attendance is an essential function of this position.

22. Ability to work overtime.

23. Perform any other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE
High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 2 years related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS
Ability to read a limited number of words and recognize similarities and differences between words and between series of numbers; Ability to write and speak simple sentences as a means for basic communication. Ability to read and understand simple instructions, short correspondence, notes, letters and memos; Ability to write simple correspondence. Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence. Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Ability to read, analyze, and understand general business/company related articles and professional journals; Ability to speak effectively before groups of customers or employees. Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; Ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.

MATHEMATICAL SKILLS
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS
Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS
A valid Arkansas drivers license or a valid drivers license recognized by the State of Arkansas.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS
Prefer Human Resource Generalist Certification.

SOFTWARE SKILLS REQUIRED
Advanced: Human Resources Systems, Payroll Systems
Intermediate: Accounting, Alphanumeric Data Entry, Contact Management

Basic: 10-Key, Database, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from $150,000 to $1,000,000.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of $100,000.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action

for a department and/or total organization.

PUBLIC CONTACT
Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT
Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS
Regular use of highly complex machines and equipment; specialized or advanced software programs.

WORKING CONDITIONS
Normal working conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions.

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

While performing the functions of this job, the employee is occasionally exposed to work near moving mechanical parts. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES
The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is continuously required to talk or hear; regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms; and frequently required to stand, walk; occasionally required to climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; and ability to adjust focus.

ADDITIONAL INFORMATION
Knowledge of modern personnel management and a background in the fundamental principles and practices of public personnel administration. General knowledge of labor requirements and Equal Opportunity requirements at Municipal, State and Federal levels. Ability to interpret and apply regulations and policies to administrative procedures and to organize and appraise and evaluate the effectiveness of Affirmative Action and ADA personnel procedures and to anticipate and recognize procedural problems. General knowledge of the Family Medical Leave Act. General knowledge of payroll tax reporting. Must be able to attend meetings and training as required.