



Employees of the City of Redmond recognize that providing the finest customer service to our citizens and co-workers is best accomplished through INTEGRITY, ACCOUNTABILITY, LEADERSHIP, CREATIVITY, AND RESPECT

POSITION: **Human Resources Assistant**
Human Resources Department

This is a full-time, non-represented position. Excellent City benefit package when eligible.

ESSENTIAL JOB FUNCTIONS:

Duties include, but are not limited to:

This position performs a variety of responsible administrative duties in the areas of the recruitment process and secretarial support for the Human Resources Director. *(The complete job description is attached.)*

MONTHLY SALARY GRADE:

Grade 7 \$2428 -- \$2985

MANDATORY JOB QUALIFICATION REQUIREMENTS:

High School graduation or equivalent; plus minimum four (4) years of administrative work experience preferably in a personnel/human resources setting. Additional college-level education in personnel/human resources management may substitute for experience.

FINAL CANDIDATE SELECTED FOR POSITION WILL BE REQUIRED TO PASS A DRUG SCREENING AND THOROUGH DMV/CRIMINAL HISTORY INVESTIGATION

HOW TO APPLY:

Request application packet from:

Oregon Employment Dept, Redmond Office

2158 SE College Loop, Suite B

Redmond, OR 97756

Phone: (541) 548-8196 x324

Fax: (541)548-6379

E-mail: Charlene.V.Miller@state.or.us

CITY OF REDMOND APPLICATION, CURRENT RESUME, AND LETTER OF INTEREST

(indicating why you want to be considered for this position) must all be received by the above Employment Office **no later than 5:00 PM, Wednesday April 4, 2007**. Faxes are acceptable if received by the deadline and are complete.

It is the policy of the City of Redmond that there will be no discrimination or harassment on the basis of age, disability, gender, marital status, national origin, race, religion, sexual orientation, or veteran status in any educational programs, activities, or employment. The City of Redmond makes employment decisions based upon the evaluation of an individual's qualifications, ability and potential to contribute to the success of the City. Persons having questions about equal opportunity and nondiscrimination should contact the Recruitment Director (Sharon Harris) in the Human Resources department at (541) 923-7738.

If you require special accommodations for testing, interviewing or other employment-related activity, you must provide 48 hours notice to the ADA Coordinator Sharon Harris at (541) 923-7738, or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs TDD (Telecommunications Device for the Deaf) or STS (Speech To Speech) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) 1-800-735-3896 (STS Spanish).

Normally, only those applicants who are selected to be interviewed will be notified. If you have not been contacted by the City of Redmond within 15 business days following the closing date of the position, it is likely you have not been selected for an interview.

Equal Opportunity / Affirmative Action Employer
Drug Free Workplace

This announcement is not an implied contract and may be modified or revoked without notice.



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CITY OF REDMOND

POSITION DESCRIPTION

POSITION TITLE: Human Resources Assistant
DEPARTMENT: Human Resources
FLSA STATUS: Non-Exempt
SALARY GRADE: Grade 7
EMPLOYEE GROUP: Confidential / Non-Represented

PURPOSE OF POSITION:

This position performs a variety of responsible administrative duties in the areas of the recruitment process and secretarial support for the Human Resources Director.

ESSENTIAL JOB FUNCTIONS:

Organizes and administers the recruitment process for all City departments.

The recruitment process includes:

Preparing and updating job descriptions,

Writing and placing recruitment advertisements,

Responding to applicant inquiries,

Preparing interview schedules and packets,

Coordinating interviews and organizing assessment centers with the appropriate department,

Completing reference checking as requested,

Screening application for accuracy,

Maintaining recruitment files and archiving according to Oregon archive laws,

Update and maintain recruitment spreadsheets and reports.

Answers questions and responds to inquires from the public, other government agencies, and business contacts; refers, when necessary, to appropriate persons.

Gathers information, edits, produces reports as requested by the Human Resources Director.

Supports the Human Resources Director with scheduling and outside correspondence.

Establishes and maintains a variety of files and other records; maintains accurate and timely record processing and statistical information.

Processes and tracks purchases; completes vouchers.

Collects and distributes daily mail for Human Resources and Risk Management.

Operates listed office machines as required. Performs related work as required.

JOB QUALIFICATION REQUIREMENTS

Mandatory Requirements:

High School graduation, or equivalent; minimum four (4) years of administrative work experience preferably in a personnel/human resources setting. Additional college-level education in personnel/human resources management may substitute for experience.

Necessary Knowledge, Skills and Abilities:

Requires the ability to carry out all aspects of the position. Requires the ability to learn and interpret policies, procedures, techniques, and rules governing human resources management at the City. Requires the ability to achieve harmony and cooperation in communication with others.

Considerable knowledge of general office practices and procedures; correct and effective use of English grammar and business arithmetic; knowledge of word processing and spreadsheet software; basic filing systems principles; and business telephone etiquette.

Ability to independently research assigned problems, organize material from various sources into a format of own design; understand and execute complex oral or written instructions; express ideas and convey information effectively orally and in writing; handle complaints and problems courteously; deal effectively with frequent interruptions and several situations at one time; work efficiently and effectively under close time lines; maintain effective working relationships with the public and other employees; establish priorities and organize own workload.

Desirable Requirements:

Possession of valid Oregon drivers' license.

SUPERVISION RECEIVED:

Work is performed under the supervision of the Human Resources Director with work being reviewed primarily on the basis of results obtained. Incumbents are expected to carry assignments through to completion with only unusual or especially complicated tasks reviewed in detail.

SUPERVISORY RESPONSIBILITIES:

This position is not a supervisory position.

PHYSICAL DEMANDS:

The physical demands 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 job functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

TOOLS AND EQUIPMENT USED:

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine.

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 job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

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

Sharon Harris

Human Resources Director

Adopted:

April 1, 2007