

HUMAN RESOURCES SPECIALIST

SUMMARY:

Under limited supervision, provides personnel related administrative, secretarial and clerical support to a variety of human resources divisions; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(Which are **not** in any hierarchical order)*

1. Responds to telephone, walk-in and correspondence inquiries within the Human Resources Department.
2. Greets visitors; responds to questions, provides information, documents, instructions or directs visitor to appropriate party.
3. Creates, inputs, maintains, updates a variety of confidential files and human resources information database file systems. Maintains employee records in Filenet system.
4. Maintains, audits, collects, monitors or initiates payments as authorized; assists with the preparation of purchase orders for the department.
5. Utilizes word processing to compose correspondence, memos, reports, and other documents.
6. Reviews reports, paperwork and other information for completeness and accuracy; and makes corrections and adjustments necessary for accurate records and information.
7. Maintains office inventory of materials and supplies.
8. Serves as backup time entry clerk performing payroll functions
9. Assists with Public Record Requests.
10. Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of computer hardware, software and peripherals related to area of assignment.
- Knowledge of record keeping and file maintenance methods, practices and procedures.
- Knowledge of general office equipment and practices.
- Knowledge of customer service and public relations practices and procedures.
- Knowledge of City's Human Resources Department policies and procedures.
- Skill in accurately entering and retrieving information into Human Resources Informational Databases.
- Skill in utilizing written communication in the composition of written correspondence, memos, reports, announcements, etc.
- Skill in utilizing verbal communication when conveying accurate information in response to inquiries and complaints.
- Skill in maintaining confidential employee and applicant files or requests.
- Skill in effectively handling multiple tasks simultaneously in a fast paced environment.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves sedentary to light work in an office setting. There is frequent need to stand, stoop, walk, sit, lift objects (up to 25 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: High School diploma or GED and two (2) years of general office experience in human resources environment, personnel administration, or benefits administration or related field, or any equivalent combination of training and experience. A valid Florida driver's license is required.