

PLEASE PLACE ON EMPLOYEE BULLETIN BOARD

CIVIL SERVICE CAREER

CITY OF SELMA, ALABAMA

JOB POSTING

Position: Personnel Technician **Opening Date:** 7/28/10
Department: City of Selma Personnel Department **Closing Date:** 8/10/10
Hourly Rate: \$10.32/Hour

FRINGE BENEFITS INCLUDE MEDICAL INSURANCE, LIFE INSURANCE, RETIREMENT, VACATION, HOLIDAYS AND SICK LEAVE, ETC.

Apply with Resume & Cover Letter and complete the Employment Application at City Hall, Personnel Office, 222 Broad Street, Monday-Friday from 8:30 A.M. to 4:30 P.M.

This position is under the supervision of the Personnel Director and is responsible for the administrative support of the day-to-day human resources operation. Responsible for operational and technical personnel duties to include: employment application intake; computer entry and file maintenance – maintains the department's Information system records and compiles reports from database as needed; assists employees and public with personnel information and interpretation of Personnel policies and procedures; verifies employment status; assists in coordinating the use of temporary employees; assists with new employee orientations; administers pre-employment tests; assists in administering public safety exams; assists in the exit interview process; assists with attendance reports; responsible for maintenance of confidential personnel files; prepares personnel actions; prepares recruitment lists and job postings; attends job fairs upon request; Assists in organizational training and development efforts; helps to maintain organization charts and employee directory; assists in preparation of federal/state reports and other required surveys; assists Director with employee/personnel projects and provides documents concerning current personnel information; performs other related duties as required and assigned.

Credentials and Experience: Associate's degree and related Human Resources knowledge and/or work experience preferred. Excellent interpersonal skills, office skills and computer skills essential, preferably AS400 and MS Office. Requires effective oral & written communication skills. However, any similar combination of education and experience which meet the qualifications will be considered.

The City of Selma is a Drug Free Workplace