



City of Mount Clemens

One Crocker Boulevard
Mount Clemens, Michigan 48043

JOB OPENING

POSITION: HUMAN RESOURCES ASSISTANT

DEPARTMENT: HUMAN RESOURCES

WAGE: \$40,000 - \$45,000

TYPICAL DUTIES: Under the direct supervision of the Human Resources Director, performs a variety of complex clerical and administrative tasks. Responsible for processing payroll and assisting with employee benefit administration, recruitment and selection activities, personnel record maintenance, workers' compensation claims and drug and alcohol program testing. Employees in this class are privy to sensitive information where confidentiality is warranted. Performs related duties as assigned.

QUALIFICATIONS:

1. Bachelor Degree in Human Resources or related degree preferred. Four years of increasingly responsible related experience, or any equivalent combination of related education and experience. Prior municipal experience preferred.
2. Strong knowledge of Windows including MS Office. MUNIS knowledge preferred.
3. Must possess strong analytical qualities; the ability to maintain a high degree of accuracy and attention to detail; maintain a high level of confidentiality; work with frequent interruptions and have good follow through skills. Must possess strong organizational and time management skills.
4. Ability to work independently with little or no supervision.
5. Must possess excellent public relations and customer service skills. Must possess the ability to work effectively and professionally with the other employees, administration and the public.
6. Specialized training and prior experience in payroll, benefit administration, workers' compensation, FMLA processing, and employee relations is preferred.

APPLICATION DEADLINE:

4:30 p.m. on Friday, February 3, 2017

APPLICATION PROCEDURE:

Employment applications are available from the Human Resources Department, One Crocker Boulevard, Mount Clemens, MI and on the City's Website www.cityofmountclemens.com.

AN EQUAL OPPORTUNITY EMPLOYER M/F/D/V
www.cityofmountclemens.com

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