
Interested individuals must come to the Human Resources Office to complete an application for the position between the hours of 8:00 and 5:00, Monday through Friday or online at the Pulaski County website at www.pulaskicounty.net. The Human Resources Office is located in Suite 100 of the Pulaski County Administration Building - 201 S. Broadway, Little Rock.

POSITION: HUMAN RESOURCES SPECIALIST
This position is open to County Employees and the General Public
POSITION NO: 09
STARTING SALARY: \$28,064 - \$31,387
DEPARTMENT: HUMAN RESOURCES {4800}

PRIMARY RESPONSIBILITY/FUNCTION: Responsible for the recruitment of qualified applicants for all classified Pulaski County job vacancies and intake and appropriate recordkeeping of Pulaski County employment applications.

EXAMPLES OF WORK:

- Receives vacancy requisitions from County departments to request the filling of position vacancies; verifies accuracy of information and vacancy of position.
- Develops job vacancy announcements for advertising position vacancies.
- Prepares media advertisements for position vacancies determining size, placement, and wording.
- Accepts applications and other applicant information, ensuring record keeping complies with all applicable laws, ordinances, and policies.
- Answers questions from the public relative to job opportunities, applications submitted, and job application process.
- Represents Pulaski County at job fairs sponsored by civic/governmental organizations and/or educational institutions; designs needed informational materials such as display booth, brochures, etc.
- Maintains records of census data relative to applicant flow; reports as needed.
- Operates a Scanner for employee personnel records keeping purposes.
- Verifies scanned employment documents for accurate placement and record completeness.
- Verifies data on status change forms for accuracy and completeness; adds application number on status forms for new hires; forwards to Human Resources Director for review and signature.
- Prepares photo ID badges for new employees.
- Maintains adequate supply of employment applications and other required forms to provide to job applicants as necessary.
- Files various forms as necessary; provides assistance with maintenance of personnel files.
- Performs other related duties as required.

PHYSICAL REQUIREMENTS:

- Visual acuity necessary for the use of a computer screen.
- Digital dexterity needed for keyboard operation.
- Ability to communicate orally effectively to individuals and to groups, in person and by telephone.

WORKING CONDITIONS:

Work is primarily performed in a smoking restricted office environment. Occasional trips to various work locations within Pulaski County are required.

MINIMUM QUALIFICATIONS:

- Completion of college level course work in Human Resource Management, Psychology, Sociology, Business Administration, or a related field;
- Some experience in Human Resources, recruitment, or a related field; **OR**
- Any equivalent combination of experience and training which provides the required skills, knowledge and abilities.
- Must be able to successfully pass a background check.

OPEN DATE: 05-11-2018

CLOSE DATE: 05-17-2018 (5:00 p.m.)

Please Note: Applications will not be accepted after the Close Date. A selection will not be made until the Close Date and the selecting official has received all applications.