



THE CITY OF GEORGETOWN IS CURRENTLY ACCEPTING APPLICATIONS FOR HUMAN RESOURCES SPECIALIST. APPLICATIONS CAN BE OBTAINED ONLINE AT GEORGETOWNKY.GOV OR AT 100 N COURT STREET GEORGETOWN, KY 40324. APPLICATIONS WILL BE ACCEPTED UNTIL SEPTEMBER 23, 2020.

HUMAN RESOURCES SPECIALIST

EQUAL OPPORTUNITY EMPLOYER--DRUG FREE WORKPLACE

GENERAL DUTIES AND RESPONSIBILITIES:

Screens visitors and phone calls for Director of Human Resources. Maintains complex filing system, determining appropriate file designation and ensuring that proper distribution of notices, memorandums, directives and related material is made. Maintains applicant flow log and forwards employment applications to relevant department hiring managers. Prepares reports and assists with collection of supporting documentation for HR matters. Completes all Kentucky Retirement System reports. Coordinates and processes payroll for the City employment group. Verifies time sheets completed by each department for accuracy. Prepares weekly, monthly, quarterly and annual reports regarding payroll and benefits information; ensures that reports are forwarded to appropriate office/agency on timely basis. Reviews annual W-2's for accuracy. Updates employee records for pay, deductions and benefits information. Enters all invoices pertaining to the HR Department in accounting system and ensures timely payment of invoices. Assists Human Resources Director in accomplishing other duties, as assigned.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

Training/Experience: Bachelor's degree required, with at least 5 years of related experience strongly preferred.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:

Communications/Language: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures and/or governmental regulations. Ability to effectively present information and respond to questions from managers, employees and the public. Excellent interpersonal skills and public speaking skills are a necessity.

Reasoning: Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems involving some complex mathematical calculations (pay rates, billing rates, percentages). Must be able to seek out answers independently.

Computer Literacy: Intermediate computer literacy with experience in Human Resources Information Systems and payroll processing software. Proficiency in Microsoft Office Word, Excel (writing formulas) and Outlook. Some experience with accounting software for processing of purchase requisitions and payment requests.

Office Competency: Must maintain an accurate filing and records retention system.