

POSITION TITLE: Personnel Payroll Assistant
SALARY: 8A \$23.69/hr
STATUS: Regular Perm Term min 6 months
FLSA: Non-Exempt
PCN: HR-015-1A

CLOSING DATE: **10/21/16 9:00 pm AK**

UNION STATUS: 00 Non-Represented
POSITIONS SUPERVISED: None
REPORTS TO: Personnel/Payroll Manager

BASIC FUNCTION:

Provide technical and clerical support to the Personnel/Payroll Manager, Personnel Assistant and the Personnel/Payroll Technician III's. Functions will include administrative responsibilities of a CONFIDENTIAL nature.

TYPICAL DUTIES:

1. Assist with all aspects of the recruitment process, including the summer hire program. Assist with screening job applications, interviews and the selection process. Respond to telephone and in-person inquiries about position openings and recruitment procedures.
2. Assist with the creation, preparation, and input, of routine data within an automated Personnel/Payroll System. Assist with the processing of personnel actions, verifications of employment, unemployment documents, scanning and other HR tasks.
3. Assist with statistical tracking for both personnel and payroll in a timely
4. Assist with new hire orientations and exits for various employee classifications within the borough.
5. Assist, as needed, with the temporary pool; duties to include recruitment, screening and placement.
6. Provide information and assistance to those completing retirement applications through the Public Employees Retirement System.
7. Draft and type general correspondence, and internal memoranda; provide high level administrative support to the Personnel/Payroll Manager, Personnel Assistant and the Personnel/Payroll Technician III's. Maintain official personnel/payroll files.
8. Provide technical support to various Human Resource initiatives, including One Solution system maintenance and upgrades.
9. Provide back-up support for the Administrative Assistant IV and to the HR Department staff.

MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent. One (1) year administrative experience. Experience working with automated personnel / payroll systems and administrative experience in a collective bargaining environment are preferred.
2. Demonstrated ability to operate a personal computer; create and maintain spreadsheets and word processing (Microsoft Word, Excel, and Outlook required; Access preferred).
3. Knowledge of FMLA, ADA, COBRA, retirement programs, health plans, and complex benefit packages required.
4. Must possess a high degree of verbal and written communication skills. Strong attention to detail and advanced technical skills are required.
5. Ability to comprehend and execute verbal and written instructions and use independent judgment in applying guidelines to varied situations.

6. Demonstrated ability in dealing with supervisors, co-workers, public and private officials, and the general public in tactful, effective manner; and be able to function efficiently in a high volume office involving a stressful work environment.
7. Ability to maintain confidentiality of employee information is essential. Excellent customer service skills with the ability to work in a team environment required.
8. PREFERRED: Ability to have and maintain a valid drivers license and to meet insurance standards and maintain insurability under the Borough's insurance program. If personal automobile is used for Borough business, proof insurance at statutory limits must be provided. (A CURRENT COPY OF DRIVING RECORD WILL BE REQUESTED AT TIME OF HIRE.).
9. A PROFICIENCY TEST MAY BE ADMINISTERED.
10. A background investigation will be conducted on final candidates. This position requires a criminal background check.

JOB CONTACTS:

Continuous contact with employees at all levels of the Borough, routine public contact and frequent contacts involving outside organizations/agencies.

JOB RESPONSIBILITY:

Does not supervise; experiences many minor problems daily and occasional major ones with little immediate supervision; consequences of error, carelessness or mistaken judgment require normal effort to recover.

WORK ENVIRONMENT:

General office where conditions are pleasant; good, clean conditions where accidents/hazards are negligible; requires short periods of light lifting, pushing, or pulling (1-25 lbs.).

Application Procedure:

Apply Online

Individuals interested in applying for this position must submit a completed online application on or before the closing date and time as specified in the Job Posting. On line applications can be located at www.applitrack.com/fnsb/onlineapp

For additional information please call (907) 459-1202 or the Borough Direct Job Line at (907) 459-1206.

The Borough complies with the Americans with Disability Act (ADA). If you need an accommodation to participate in the interview/selection process please be sure to complete this section of the online application.

AN EQUAL OPPORTUNITY EMPLOYER