



Human Resources Department

p: 503-526-2200 f: 503-526-2572

**HUMAN RESOURCES ASSISTANT
HUMAN RESOURCES DEPARTMENT**

SALARY RANGE: \$18.45 - \$24.72 per hour

CLOSING DATE: May 2, 2016

ABOUT THE JOB:

The Human Resources Assistant is responsible for a variety of technical and administrative activities in support of multiple functional areas of human resources. The Human Resources Assistant greets and assists employees and citizens, requiring a thorough understanding of the Human Resources Department and the ability to explain human resource processes such as job application procedures.

ESSENTIAL FUNCTIONS INCLUDE:

- Serve as the first point of telephone and in-person contact for Human Resources, providing information to the public and employees on department procedures, programs, and events;
- Schedule interviews, set up tests for candidates, prepare interview packets, process background checks for new employees, arrange pre-employment drug screens and physicals, post open positions;
- Compile information and coordinate sessions for new employee orientation;
- Perform department-level accounts payable and purchase order functions;
- Perform a variety of support activities including, but not limited to, setting up for staff trainings and events, issuing security badges, scheduling meetings, ordering office supplies, faxing, photocopying, filing, distributing mail, and preparing mailings;
- Handle personal and confidential materials and situations, including employee personnel files;
- Maintain databases and perform research for special projects; and,
- Prepare files, per state guidelines, for archiving.

TO QUALIFY:

Requires an Associate's degree in Human Resources, Business Administration or other related coursework and three years of general office experience, preferably in a human resources environment, or an equivalent combination of education and experience. Requires a valid driver's license and the ability to meet the city's driving standards.

HOW TO APPLY:

Applications may be completed on our website at www.BeavertonOregon.gov or by submitting a City of Beaverton application form to the Human Resources Department, Beaverton City Hall, PO Box 4755, Beaverton, OR 97076.



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VETERANS' PREFERENCE:

Qualifying veterans and disabled veterans may obtain preference by submitting as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Department of Veterans Affairs indicating receipt of a non-service connected pension. Disabled veterans must also submit a copy of their veteran's disability preference letter from the Department of Veterans Affairs, unless the information is included in the DD Form 214 or 215. Veterans' Preference documentation must be submitted with your application.