



VACANCY NOTICE

TITLE: Human Resource Assistant
LOCATION: Support Services Center, Norwich, NY
REPORTS: Human Resources Manager
TERMS: 12 months, full-time
QUALIFICATIONS: Competitive Civil Service position. Candidates must meet the minimum Civil Service qualifications and successfully complete the exam. Associates or Bachelors degree in business, public administration, education, human resources or related field and 1-3 years of human resource experience.

Proven experience as an HR Assistant, Staff Assistant or relevant HR/Admin position. Strong computer and data literacy. Hands-on experience with Human Resource Information System (HRIS) and Applicant Tracking System (ATS) software, and resume databases. Basic knowledge of State and Federal labor laws. Excellent organization and communication skills.

**RESPONSIBILITIES/
DUTIES:** In a fast-paced office, under general supervision, performs a variety of paraprofessional, complex clerical work related to personnel management. Assists in maintaining continuity in important matters with high levels of consequence, including but not limited to recruitment, grievances, retention/layoff documents, employee leaves, attendance and time banks. Utilizes knowledge of human resources, state education law and civil service administration in exercising responsibility for employee records and providing advice and assistance in a variety of human resource transactions pursuant to collective bargaining agreements, workers compensation and other human resource transactions. Communicates effectively with business partners and external customers to gather information and resolve questions. Ensures the HR department is organized and operates efficiently to attract, hire and retain the best employees.

SALARY/BENEFITS: Non Represented Clerical-Technical Working Conditions
\$16.25 to \$19.11 per hour

STARTING DATE: March 7, 2019

TO APPLY: Send cover letter, resume and DCMO BOCES Application, by January 25, 2019:
DCMO BOCES Application found at: <http://www.dcmoboces.com/application>

Apply online
www.OLASjobs.org
<https://dcmo.mightyrecruiter.com>

By mail:
Human Resources Department
Delaware-Chenango-Madison-Otsego BOCES
6678 County Road 32
Norwich, NY 13815-3554

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02/08/2019