



VACANCY NOTICE

- TITLE:** Human Resource Clerk
- LOCATION:** Support Services Center, Chenango Campus, Norwich
- REPORTS:** Human Resource Manager
- TERMS:** 12 months, Full-time
- QUALIFICATIONS:** Competitive Civil Service position. Candidates must meet the minimum Civil Service qualifications and successfully complete the exam. Demonstrated experience as an HR assistant, staff assistant or relevant HR/Admin position. Strong computer and data literacy. Excellent organizational skills and communication skills. Preferred: hands-on experience with an HRIS or HRMS. Familiarity with Applicant Tracking System (ATS) software and resume databases. Basic knowledge of State and Federal labor laws.
- RESPONSIBILITIES/
DUTIES:** Under general supervision, performs moderately difficult, specialized clerical duties related to Human Resources and office support functions. 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 employees. HR generalist responsibilities, include assisting with the following:
- Recruiting; New Employee Onboarding; Processing personnel changes; Maintaining organization of department files (paper & electronic); Processing documentation relating to personnel activities; Appropriately responding to employee requests regarding human resources issues, rules, policies and regulations.
- SALARY/BENEFITS:** Non Represented Clerical-Technical Working Conditions
\$13.28 to \$14.59 per hour
- STARTING DATE:** As soon as possible
- TO APPLY:** Send cover letter, resume and DCMO BOCES Application.
Applications reviewed as received.

DCMO BOCES Application found at: <http://www.dcmoboces.com/application>

Apply online:

<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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