

Human Resources Clerk
Part Time Permanent Position (35 hours bi-weekly)

The Human Resources Clerk performs diversified clerical support for the Human Resources operations, activities and programs. This position demands professionalism, confidentiality, and the ability to be adaptable to constantly changing priorities.

The employee in this position performs routine and non-routine clerical tasks including but not limited to a variety of reception and typing services for department: word processing, data entry, public inquiries by telephone, minute recording and transcription, records management and filing. The employee is a team player who is customer focused and has the ability to exercise considerable independence, judgment and confidence in decision-making.

Responsibilities:

- Assists with new employee orientations and process documentation.
- Prepares orientation package for new employees ensuring all information in the package is current and revises as necessary.
- Ensures information and resources are set up prior to the new employee commencing (i.e. computer start-up sheet, building access cards, employee identification cards, introductions, notify Safety Coordinator and set up date/time for safety training, notify Payroll and set up sign-on, etc.)
- Processing of correspondences associated with all aspects of the recruitment cycle, from advertising to selection.
- Updates and maintains Human Resources information, including forms, job descriptions, policies, procedures and organizational chart etc. Ensures information is kept current.
- Maintaining and updating personnel information with respect to changes in employment/personal status.
- Tracks and updates all employee performance appraisals and increments on a spreadsheet
- Provides managers and supervisors notice of when employee increments are due on a monthly basis. Tracks receipt of pay increment approvals.
- Assisting with the processing and tracking of employee performance evaluations;
- Facilitates County departments with recruitment by advertising vacancies, accepting applications and preparing all necessary documentation.
- Drafting competition screening tools;
- Setting up candidate interviews, including logistics such as accommodations, candidate expense processing;
- Assisting in the composition of sets of interview questions, which may include research into questions, composition of question to the point of final draft
- Answers inquiries regarding employment bulletins and refers applicants to the appropriate supervisor.
- Collects all resumes by fax, mail, in-person and e-mail. May involve the printing of numerous e-mailed resumes, ensuring all attachments print correctly and an e-mail confirmation is sent back.

- Records all competition information on a spreadsheet for Human Resources tracking.
- Sets up interviews based on information gathered from the screening committee.
- Conducts reference checks
- Prepares employment offer letters for signatures and forwards letter to successful applicant as requested.
- Assisting in the safe keeping of personnel records and other confidential records, including timely filing of documents;
- Assisting with the research, logistical supports and tracking of employee professional development opportunities;
- Assisting with data research and composition, including salary comparison research, compiling data into spreadsheets;
- Communicates to staff via e-mail and bulletin boards of new employees commencing.
- Assists with projects and administrative duties as assigned by the Human Resources Manager.

Qualifications:

- Human Resources Certificate and/or Office Administration Certificate from an accredited post-secondary institution. Combination of education and related experience may be considered.
- Minimum of two years related experience in human resources or related administrative support role, preferably within a government/municipal setting.
- Demonstrated knowledge of human resource principles, practices, processes and procedures is a definite asset.
- Experience with the recruitment process, related legislation (FOIP, Employment Standards, Human Rights), and employee programs.
- Proficiency is required in office technology including, but not limited to, MS Outlook, Word, and Excel
- Excellent communication skills, both written and oral
- Possess a high level of integrity and confidentiality
- Ability to process a high volume of information accurately within rigid deadlines
- Self-starter with the ability to work independently and in a team environment.
- Ability to function in a high stress environment, under substantial time pressures
- Strong time management, planning and organization skills with attention to detail, and follow through;
- Must submit a Driver's Abstract, and Criminal Record Check that meets the satisfaction of the County

Salary range: \$29.05 to \$37.59 per hour

- Lac La Biche County offers a comprehensive and competitive benefits package
- Closing Date: This competition will remain open until a suitable candidate is found

Interested candidates are invited to forward their resume in strict confidence to:

Attention Human Resources
 Lac La Biche County
 Box 1679, Lac La Biche, AB T0A 2C0
 Fax: 1-888-421-2533 Email: hr@laclabichedcounty.com

We thank all interested applicants; however, only applicants selected for an interview will be contacted.