

Part-Time Temporary Human Resource Administrative Assistant. \$12.76/hr

James City County Human Resources is seeking a responsible individual to work 8-12 hours a week to assist with updating a variety of HR documents, forms, and templates. The individual will be responsible for ensuring the accuracy, clarity, and appropriateness of the content. Items to update will focus primarily on recruitment and employment documentation but may also include other areas of HR.

Requirements:

- Any combination of education and experience equivalent to a high school diploma; some experience in general clerical work and human resources preferred.
- Knowledge of human resource recruitment and employment laws and regulations preferred.
- Skill in use of computer software, especially Microsoft Office Suite;
- Ability to edit for grammar, spelling, punctuation, and tone; follow verbal and written instructions; research and understand legal and scholarly information; and handle sensitive information and maintain confidentiality.

Interested applicants must email a copy of their resume to [HR@jamescitycountyva.gov](mailto:HR@jamescitycountyva.gov) by 11:59pm EST 10/21/2018