

Library Human Resource Technician

Chesterfield County Public Library

Hourly rate: \$14.50

Deadline: 11:59 p.m. September 11, 2022

Join the Virginia 2021 Library of the Year! Chesterfield County Public Library (CCPL) is seeking a part-time Human Resources Technician to join its team of innovative, forward-thinking professionals in providing engaging information services to a vibrant and appreciative community. This position will be hired for our library human resources division at our library administration office.

Duties:

- Providing clerical support to Human Resources staff
- Write and send various forms of communication
- Schedule meetings and interviews
- Obtain reference for candidates
- Assemble interview packets
- Process separations
- Assemble and submit new hire packets using NeoGov.
- Revise and coordinate printing of orientation books.
- Maintain personnel files/records.
- Review volunteer applications, work with branches on volunteer needs, coordinate background checks and obtain badges.
- Update and maintain Employee Development plans.
- Process HR transactions using InFocus software.
- Manage employee service awards for library employees.
- Perform other work as required

Minimum Qualifications:

High school diploma or GED; one year of customer service and/or clerical experience or an equivalent combination of training and experience. Prior human resources knowledge preferred; of standard office practices and procedures; ability to file alphabetically and numerically; to operate a personal computer and related software is required. Problem solving ability, effective communication skills, attention to detail and accuracy are required which being flexible and adaptable to change. Must be able to maintain confidentiality which developing effective working relations with a customer-focused mindset. **Pre-employment drug testing, FBI criminal background check and education/degree verification required.** PHYSICAL REQUIREMENTS: Work is performed in library office, library locations and other professional settings; extensive use of computers and devices required. Light to medium, occasionally heavy, physical requirements which may include, sitting, standing, walking, reaching, pushing, pulling, lifting, climbing, stooping, kneeling crouching, keyboarding, grasping, repetitive motions, talking, hearing, visual acuity to perform an activity such as preparing and analyzing data and figures; viewing a computer terminal and reading; not substantially exposed to adverse environmental conditions.

A Chesterfield County application is required and must be submitted online by deadline. Visit chesterfield.gov/careers to view instructions and to complete and submit an application. (804) 748-1551.

An Equal Opportunity Employer Committed to Workforce Diversity, Equity, and Inclusion