



HUMAN RESOURCES SPECIALIST - RECRUITER

Hanover County Human Resources is seeking an experienced HR Specialist to join our energetic and fast-paced team. We are looking for an individual who is proficient in handling multiple tasks and working on multiple projects simultaneously. If you have in-depth experience in full-cycle recruiting, we encourage you to apply. This position offers tele-work options.

General Description: This is an administrative position that performs high level technical work in the area of human resources full cycle recruitment to include sourcing, screening, interviewing, scheduling, assessments, background and DMV checks, occupational health and onboarding. The incumbent will be the central department contact for human resources recruitment for several county departments.

Organization: The Human Resources Specialist is part of Hanover County's Career Development Program (CD). The Human Resource Specialist has 3 levels: Human Resource Specialist I, II and Senior. The incumbent reports to Human Resources Employment Manager and supervises no staff.

Essential Functions:

- Provides advanced administrative support to the Human Resources Employment Manager.
- Manages current candidate activity and hiring notes in Applicant Tracking System (ATS)
- Develops and maintains excellent relationships with hiring managers and department heads.
- Trains new hiring managers on the recruitment process.
- Attends recruitment events.
- Ensures compliance with USCIS Form I-9 Employment Eligibility Verification.
- Responds to outside sources regarding employment verifications.
- Organizes and administers pre-employment testing/screening, schedules occupational health visits, checks DMV and CPS records.
- Notarizes legal documents
- Serves as alternate to Office Manager (answering phone and greeting customers).
- Performs related work as assigned.

Knowledge, Skills and Abilities: Computer skills required, preferably in Microsoft Office programs. Must have knowledge of advanced Office Procedures. Requires the ability to provide high level recruiting support. Working knowledge of the principles of full cycle recruitment administration preferred. Familiarity with Human Resource and Payroll systems desired. Must know how to organize and prioritize work and meet deadlines.

Education, Experience and Training: High school diploma or equivalent required with experience working with confidential files and updating system data. Customer Service and Human Resource experience preferred – OR – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

Preferred:

- Experience with Applicant Tracking System (ATS) preferably NeoGov.
- Registered Notary.
- Experience with sourcing tools such as LinkedIn.
- Flexibility to adapt to changing priorities.
- Attention to detail.
- Excellent spelling, grammar and written communication skills.
- Excellent telephone and oral communication skills.

Hiring range is \$38,000 - \$50,000, plus excellent benefits. To view the full job description or to apply, please visit our career site at www.hanovercountyjobs.com (804) 365-6075.

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