Employment Opportunity

DUPAGE COUNTY HEALTH DEPARTMENT
Everyone, Everywhere, Everyday

Human Resources Assistant

Job Code: 7211

Posted: December 3, 2019
Applications accepted until position is filled

Position Information

Division/Department: Human Resources, 111 N. County Farm Road, Wheaton
Schedule: Full Time, 37.5 hours/week, 8:00 am – 4:30 pm, Monday through Friday

Grade: 113 **Pay Rate:** $19.75 - $21.00 per hour

Responsibilities include:

- Acts as front desk contact for the Human Resources Department by answering phones and providing information to internal and external customers
- Assists HR Generalists with recruitment process by preparing job postings, advertising vacancies on external sites, scheduling interviews, preparing interview paperwork and checking references
- Prepares job offer confirmation letters for review and approval by the assigned recruiter
- Prepares new employee information packets and materials for new employee orientation
- Performs data entry into various computer systems including, but not limited to NEOGOV applicant tracking system, the Relias Online Learning system, and organization chart software
- Performs filing, scanning, copying, and shredding tasks
- Maintains and updates personnel records and files to ensure compliance with recordkeeping requirements
- Assists the Payroll Specialist with processes related to processing the payroll system
- Maintains confidentiality of privileged information and adheres to privacy laws
- Demonstrates sensitivity and understanding of other ethnic groups and cultures
- Performs related functions as required

Requirements include:

Completion of an Associate's degree in Human Resources, Public Administration, or a related field; and two years of administrative support experience which included a high volume of public contact; or an equivalent combination of training and experience.

Interested applicants should submit a resume and completed application to:

Mailing Address: DuPage County Health Department, Attn: Human Resources
111 N. County Farm Road, Wheaton, Illinois 60187
(Application also may be picked up at the address noted above)
E-mail address: hr@dupagehealth.org **Fax:** (630) 510-5481

Contact:
Human Resources: Natalie Whitten **Phone:** (630) 221-7555

The DuPage County Health Department is an Equal Opportunity Employer