

## Town of Charlton Seeks a PT Administrative Assistant in Human Resources

The Town of Charlton seeks to fill a Part-Time, benefit-eligible Administrative Assistant position for its Human Resources department. Under the general direction of the Human Resources Director, the Administrative Assistant performs responsible and complex administrative work in assisting the Human Resources Director in accomplishing the goals, objectives and functions of the office, and office management work related to the administrative work of the department.

### QUALIFICATIONS

- Bachelor's Degree in a related field and three (3) years of administrative experience in a human resources related environment; experience in the administration of an automated HRIS database preferred; experience in a municipal or a government setting preferred; or any equivalent combination of education and experience.
- Must possess a valid driver's license to operate a motor vehicle.
- PHR or equivalent Human Resources certification preferred.
- Working knowledge of human resources practices and procedures. Knowledge of standard office practices, procedures and equipment. Knowledge and ability to employ records management practices.
- User knowledge of personal computers and Windows-based software programs; skill and ability to operate a personal computer. Ability to operate various types of office equipment and perform routine support of such equipment.
- Must have excellent command of the English language, sentence structure, punctuation and spelling.
- Ability to maintain accurate and detailed records. Ability to multi-task, organize, work independently, accomplish tasks and meet deadlines despite frequent interruptions in a fast-paced environment while maintaining attention to detail. Ability to coordinate board, office and staff functions.
- Ability to interact tactfully and effectively with Town employees, supervisors, officials and the general public. Good communication skills; ability to communicate effectively both verbally and in writing.
- Ability to read and interpret pertinent federal and state laws, local by-laws and collective bargaining agreements relating to departmental operations.
- Ability to maintain confidentiality of information.
- Excellent customer service skills.
- Excellent math skills.

Hiring Pay Range: \$19 to \$21 hourly dependent on qualifications. Full range up to \$22.

Internal/External Applicants: To be considered for this vacancy, please submit the required *Application for Employment*, found at [www.townofcharlton.net/opportunities.htm](http://www.townofcharlton.net/opportunities.htm), to [Jessica.Lewerenz@townofcharlton.net](mailto:Jessica.Lewerenz@townofcharlton.net) by *Thursday, January 25, 2018*. Please note this position will remain open until filled. You may also include a cover letter and resume; however, the Application for Employment is required. Applications will also be accepted via walk-in or mail at: Town Hall, Human Resources Department, 37 Main Street, Charlton, MA 01507. *The Town of Charlton is an equal opportunity employer and encourages diversity.*

