



JFS HUMAN RESOURCE SPECIALIST

The Department of Human Resources for the Board of Stark County Commissioners is accepting applications for the position of JFS Human Resource Specialist for the Stark County Job & Family Services Agency. The JFS HR Specialist will be the primary assistant to the JFS Human Resources Manager and provide backup support to the JFS HR Generalists with the day-to-day operations of the HR Department. Responsibilities and duties include administrative duties, payroll processing, assist department with posting job vacancies and ads; assist with interviews, and coordinate criminal background and drug screening tests for new hires, and other related duties as assigned.

A **sample** of illustrative duties include:

- Provide backup support to the HR Generalist.
- Administers tracking of performance evaluations.
- Responsible for processing of departmental payroll records.
- Scanning information into electronic employee personnel files.
- Construct new hire paperwork packets (I-9, W4, OPERS, etc.) and conduct orientations.
- Assist with salary surveys and agency surveys.
- Coordinate criminal background and drug screening tests for new hires.
- Prepare and post job announcements and advertisements.
- Provide customer service, both in-person and by telephone, answer questions to external and internal customers.
- Manage administrative duties such as ordering supplies, schedule HR trainings, and complete travel requests.
- Research, compile and analyze data for compensation studies, benchmarking, and special projects.
- Demonstrate regular and predictable attendance; and
- Other related duties as assigned.

Qualifications

High School diploma or equivalent is required. Preference will be given to those with related education beyond high school and prior experience working in Human Resources.

Must have knowledge of basic HR functions, excellent spelling and grammar skills, and proficiency with Microsoft Office (Word, Excel, Powerpoint and Publisher).

Compensation and Benefits

The salary range for this position has been set between \$37,800 and \$45,400 annually, however final salary determination will be commensurate with experience and education.

This full-time position is eligible for health, prescription, dental, vision insurance. OPERS retirement, 12 paid holidays, tuition reimbursement, and other supplemental benefits.

The selected candidate must pass a pre-employment, post-offer drug test and criminal background check. Interested candidates may apply online and submit a resume and cover letter, no later than **Wednesday, October 19, 2022**, at:

[Stark County Job and Family Services Career Opportunities](#)