



CASCADE COUNTY

Job Vacancy Announcement

Submit all application materials to:
Cascade County Human Resources Department
325 2nd Ave N #108
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., www.cascadecountymt.gov or Job Service.

Position: **Recruitment and Selection Specialist**
Schedule: **Full-time with Benefits**
Department: **Human Resources**

Salary: **\$15.75 - \$17.00 per hour DOE**
Closing Date: **Open Until Filled**

Education/Experience/Training:

- High School Diploma, GED or HSE **and** five (5) years of progressively responsible office experience with two (2) years in Human Resources Office, Human Resources Degree or Certificate preferred.

Licenses/Certifications

- Must possess a valid driver's license issued by the State of Montana.

POSITION DESCRIPTION: The Recruitment and Selection Specialist (Specialist) for the Human Resources Department is responsible for administering the Cascade County recruitment and selection process by facilitating employee recruitment, creating job descriptions, posting vacancy announcements, distributing applications, responding to applicant queries, screening applications for minimum requirements, conducting interviews, processing reference, criminal history and driver's license checks, tracking new hire paperwork and maintaining selection files and United States Equal Employment Opportunity Commission (EEO) information. The Specialist provides, at the direction of the Human Resources Director, support to the County's elected officials and all County Departments in the implementation of Human Resource policies and procedures including, but not limited to, recruitment and employment, personnel records, employee and/or labor relations, compensation management, benefits administration, training and special projects. The Specialist prepares reports in conformance with County, state and federal laws, regulations and organizational procedures, policies and needs, serves as the first point of contact for telephone inquiries and visitors by providing exceptional customer service, processes and distributes departmental mail, maintains orderly files and performs other related duties as required or assigned.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES: Works with the Human Resources Director department heads and elected officials in completing necessary paperwork to post jobs, create job descriptions and vacancy announcements, performs routine clerical and administrative work answering telephones, referring messages, receiving the public, providing internal and external customer service and public relations, entering data and word processing and maintaining databases in accordance with standard operational procedures in support of department functions and objectives, assists Human Resources Director with long-term and special administrative projects that require statistical research, budget analysis, accounting, organizational statistics, legislative analysis and other similar or related research, maintains intranet, County and various job posting websites, develops selection and scoring criteria, performs recruitment and selection procedures, evaluates applications, ensures conformity with state and federal laws and protocols when filling positions, screens application materials and interview questions, guides and leads interview panels, maintains application flow and prepares applicant flow reports, maintains records and complies with records retention, prepares references, background and driving checks, prepares correspondence/letters to all applicants, maintains EEO information, conducts new hire orientations that include benefit and safety information, answers a variety of routine and semi-technical questions, functions, procedures related to the organization, functions, procedures, regulations and programs of Human Resources, processes requests for information in accordance with the procedures and parameters established by the Human Resources Director while adhering to and maintaining strict confidentiality of sensitive material and employee personnel files, set ups, works with and maintains a variety of files and records including confidential or personal files and ensure that only authorized personnel have access to the contents to the files in accordance with established managerial, confidentiality, functional use and administrative guidelines and procedures, interprets and applies departmental or office rules, policies and regulations in accordance with prescribed procedures and guidelines, serves as the first point of contact for telephone inquiries and visitors, screens visitors, telephone calls, faxes, mail and messages directed to office personnel, processes mail for the Human Resources Department, compiles and prepares correspondence for the Human Resources Director, interacts professionally with the public, in person and on the telephone, provides backup for and serves as a resource for employee benefits and payroll, must be highly organized, detail oriented and able to multi-task and carry projects through to completion, researches and gathers information preparing complex reports and analysis as assigned, documents and records information, coordinates, plans and prioritizes work, receives requests from the public for department-related information and provides information or directs requests to other appropriate department or other County personnel, communicates effectively with supervisors, co-workers, county employees and the public, creates monthly

Human Resources employee newsletter, works in a professional manner under pressure and in stressful situations, maintains and orders office supplies, attends all job-related training and participates in job fairs, performs other duties as required or assigned.

Knowledge and understanding of: Recruitment and selection procedures, research principles and methods, professional telephone etiquette and multi-line telephones, general administrative and clerical processes and procedures, Cascade County Human Resource policies and procedures, grammar and punctuation rules, filing and records management, typing and word processing, Excel, Word, Outlook, New World ERP, Kronos Internet, Email, Publisher, Intranet, County and job posting websites, safety rules, and procedures and practices.

Skills in: Processing detailed reports, typing, data entry, word processing and filing, time management, organization and managing multiple priorities, critical thinking and problem solving, accuracy and attention to detail, active listening, customer service, public relations.

Ability to: Proficiently operate a computer and a variety of office equipment and achieve knowledge of additional computer applications to complete required job duties, communicate effectively orally and in writing, proofread and edit documents for accuracy, read and understand information and ideas presented orally and in writing, adhere to strict confidentiality guidelines, handle stress and work under pressure, use logical and creative thought processes to develop solutions to problems, meet challenges with resourcefulness through original thinking and creativity, respond promptly to requests for service and assistance from the public and various personnel, read, analyze and compile and comprehend materials and information, coordinate and prioritize work duties, maintain concentration during frequent interruptions, observe work hours and demonstrate punctuality, work collaboratively with management and co-workers, observe established lines of authority, identify problems that adversely affect the organization and its functions and offer positive suggestions for improvements, follow verbal and written instructions, establish effective working relationships with fellow employees, supervisors, and the public, work with many different cultures respecting their heritage and traditions, practice good public relations in support of the Human Resources Department and its functions, maintain and update files ensuring the accuracy and detail of all documents, work independently or as a team member with minimal supervision, retain large volumes of information.

The successful applicant shall serve a 6-month probationary period and will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference must provide a DD-214 Discharge Document (Part 4) or DPHHS Handicap Certification and Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER