



ADMINISTRATIVE & OFFICE SPECIALIST III #00235
(Working Title: Human Resource Assistant)

J. Sargeant Reynolds Community College is the third largest college in the Virginia Community College System. Reynolds offers a variety of programs and services to the residents of the City of Richmond and the counties of Hanover, Henrico, Goochland, Louisa and Powhatan. The college operates three comprehensive campuses located in rural, urban and suburban settings and serves over 18,000 credit students. The Community College Workforce Alliance provides training to an additional 17,000 non-credit students each year. Additional information is available at the College's Website: <http://www.reynolds.edu>.

The College is seeking applicants for the position of Administrative & Office Specialist III, Pay Band 3. This position will be assigned to the Office of Human Resources, Central Administration Building, 1701 E. Parham Road, Richmond, VA 23228.

TYPE OF

APPOINTMENT: Full-time classified position with state benefits.

DUTIES:

To provide a variety of administrative and office support functions for the college's Office of Human Resources (HR). Duties include: I-9 verification and processing; adjunct payroll processing activities and collection of faculty credential materials, time and leave processing (tracking timesheets and leave forms, processing non-exempt employee overtime); performance management processing (tracking plans, evaluations, professional development plans, and management notification), HR policy interpretation; coordinating quarterly mailings; file maintenance and record retention; processing and responding to employment verifications; providing assistance and set-up for HR projects and training activities; budget management and back-up support to HR Assistant in Leave Management. Also, provides general office support activities (office receptionist, telephone coverage, office supplies, opening and distributing mail, copying, filing, etc.).

**QUALIFICATIONS
REQUIRED:**

Working knowledge of principles and practices related to employee transactions, payroll and automated systems. Working knowledge of office practices and procedures related to human resource functions; data entry and data processing, report generation, file maintenance, record retention, and customer service practices and principles. Demonstrated ability to interpret human resource policy and procedures, perform detailed work associated with salaries, contracts, time and leave records, etc. Demonstrated ability to work independently; manage multiple projects; and complete assignments within required timeframes. Demonstrated ability to effectively utilize organizational skills, and perform problem resolution. Demonstrated ability to communicate effectively, orally and in writing, respond to HR inquiries from employees and the general public efficiently and accurately. Demonstrated ability to operate a personal computer using current software programs to include MS Word, Access and Excel. High school diploma or equivalent. The selected candidate must be able to pass the college's pre-employment security screening.

**QUALIFICATIONS
PREFERRED:**

Post high school education in a related field is preferred. Current experience in human resources in state government or college environment is preferred.

PAY BAND RANGE:

\$23,999 - \$49,255

**STARTING
SALARY:**

Approximate starting salary, \$23,999 - \$40,000, based on related full-time experience and pre-employment salary.

**APPLICATION
DEADLINE:**

Applications will be accepted through, December 1, 2009.

**APPLICATION
PROCESS:**

In order to better serve our customers, J. Sargeant Reynolds Community College will only accept online applications for all state employment opportunities. J. Sargeant Reynolds Community College will no longer accept hand-delivered applications or applications submitted by mail, e-mail, or fax. Computers are available at the Department of Human Resource Management Career Center, public libraries, the Virginia Employment Commission, or the College's Human Resource Office. To apply for this or any other vacant positions, please visit the Virginia Jobs website <http://jobs.virginia.gov/>. All cover letters and resumes must be attached electronically to the online application.