

**CLASSIFIED AD**

Baker County Board of Commissioners is accepting applications for a part-time Human Resources Assistant. Flexible Hours, maximum 24 hours per week. \$12,480 annually/\$10 per hour. Benefits include Florida retirement, paid vacation/sick leave, holidays.

This person will be responsible for providing services related to Employee Benefits, workers compensation, recordkeeping, including personnel files, filing, in addition to entering and updating employee information in HR system. Excel spreadsheets, correspondence and any other administrative duties assigned by the Human Resources Director. Test will be given on knowledge of Microsoft applications, such as Excel, Outlook and Word. General office skills required.

High School Diploma or GED required. Valid Florida Driver's License and a driving record acceptable to insurance provider.

Application and complete job description is available at the Baker County Human Resources office located at 55 North Third Street, Macclenny, FL 32063 or [www.bakercountyfl.org/jobs](http://www.bakercountyfl.org/jobs). Deadline for submitting applications is Thursday, November 30, 2017 at 4:00pm.

Baker County is a drug free work place and EO employer.

Dates of publication:

November 16, 2017

November 22, 2017