

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.

This person will be responsible for providing services related to employees: benefits, workers compensation, recordkeeping, including personnel files, filing, entering and updating 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 will be 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 are available at the Baker County Human Resources Office 55 North Third Street, Macclenny, FL 32063 or www.bakercountyfl.org/jobs. Deadline for submitting applications is Thursday, December 3rd at 4:00pm.

Baker County is a drug free workplace and an equal opportunity employer. All applicants are considered for all positions without regard to age, race, color, national origin, religion, sex, sexual orientation, marital or Veteran status, medical condition or disability, or any other legally protected reason.

Dates of publication:

October 29, 2020

November 05, 2020