



POSITION: Human Resources Clerk

REQUIREMENTS: AAS degree and a minimum of three (3) years experience in office work. Under some circumstances, an equivalent combination of work experience and education may be substituted. The successful candidate must have a basic knowledge and understanding of Human Resource management and affirmative action requirements. Good written and verbal communication skills are essential. Incumbent must have excellent time management skills and a proven record of good judgment in decision making and problem-solving. Must have computer experience and working knowledge of Excel software. The successful candidate must have a demonstrated commitment to working as part of a multi-cultural staff to provide culturally appropriate services to a widely diverse client population. Must have valid New York driver's license.

REPORTS TO: Director of Human Resources

DUTIES:

- Posts position openings on web sites and other appropriate venues
- Monitors compliance with employment-related policies, procedures, rules, laws and regulations
- Maintains personnel records, ensuring accuracy and completeness
- Monitors that performance appraisals are done in a timely manner
- Assists in preparing payroll and enrollment in benefits
- Serves as resource for staff on human resource issues
- Tracks staff training and development activities and ensures documentation is maintained
- Must abide by and comply with all aspects of Huther Doyle's Compliance Program
- Other duties as assigned

Please forward resume to:

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