

City of Virginia Beach – Department of Information Technology

Title: HR/Payroll Clerk (Account Clerk II)
Pay Range: G.14, \$30,680.00 - \$45,561.20
Starting Salary: \$30,680.00
Job Type: Full Time; City Alpha 1 Status
Work Schedule: Monday - Friday: 8:00 am - 5:00 pm
Work Location: 2405 Courthouse Drive, Municipal Bldg 2, Suite B-10
Virginia Beach, VA 23456

Closing Date to apply is June 14, 2018.

For more information or to apply online, visit

www.vbgovcareers.com

Are you looking for an entry level Human Resources position to start your career? If you have a desire to gain HR and Payroll experience this may be the ideal position for you.

The City of Virginia Beach Department of Information Technology is seeking self-motivated and driven individuals who want to excel and make a difference in our community. Individuals who join our team will be part of an IT organization that is committed to excellence and proactively delivers a dynamic set of core customer service to support the department's workforce.

The HR/Payroll Clerk position provides challenging opportunities for independent judgement and initiative within a multi-tasking environment with detailed focus on customer service. The primary duties are to perform human resource activities related to recruitment, hiring, and on-boarding and workforce activities related to employee status changes, performance evaluations, payroll, and leave entries. This position will also perform secondary departmental accounts payable, accounts receivables, and purchasing when needed. The HR/Payroll Clerk position requires the ability to work with confidential information and handle sensitive issues; create and maintain spreadsheets with attention to detail and timeliness, prepare and review routine reports and paperwork; and understand and communicate City Administrative Directives, Human Resources policies and procedures, and departmental policies related to Performance Management, Family Medical Leave, Standby, Bereavement, Leave Without Pay, Annual and Personal Leave, Sick Leave, Paid Time Off, Maternity and Parental Leave, and Municipal Operations and Staffing to name a few. The interview process will include a written exercise.

Minimum Requirements: High school or GED plus two (2) years' experience in fields providing the required knowledge, skills and abilities, such as clerical accounting or bookkeeping; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Special Requirements: All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Alpha I Status: Positions with this designation require employees to work during inclement weather, regardless of the City's operational status.

The *ideal* candidate will:

- demonstrate the ability to follow complex oral and written instructions;
- demonstrate strong oral and written communication skills;
- demonstrate the ability to work with confidential information and handle sensitive

issues;

- demonstrate the ability to stay on task and be organized;
- possess the ability to work in a team office environment; and
- have a clear understanding of quality customer service

Preferences:

- Two years of human resources experience related to recruitment, hiring, and on-boarding activities;
- Payroll data entry and review experience;
- Experience working in a team office setting;
- Direct customer service experience;
- Experience using Taleo or similar automated applicant tracking systems;
- Experience using InSITE, Oracle, or similar HR Information System (HRIS); and
- Experience working with confidential and sensitive information

The City of Virginia Beach is an Equal Opportunity Employer