

# South Jordan City

## Volunteer Job Description

|                    |                                     |                        |                  |
|--------------------|-------------------------------------|------------------------|------------------|
| <b>Title:</b>      | <b>Human Resources Volunteer</b>    | <b>Effective Date:</b> | <b>2/1/16</b>    |
| <b>Department:</b> | <b>Office of the Chief of Staff</b> | <b>Position Type:</b>  | <b>Volunteer</b> |
| <b>Division:</b>   | <b>Human Resources</b>              |                        |                  |

### GENERAL PURPOSE

Provide working level customer service and routine technical support to the human resources division to expedite the processing and maintenance of human resources information. Maintain confidentiality.

### SUPERVISOR

Human Resource Director

### ESSENTIAL JOB FUNCTIONS

Demonstrate an understanding of the mission and service values of South Jordan City in work and professional endeavors. Maintain a regular and dependable level of attendance as agreed upon with supervisor.

Assist with recruitments city-wide as assigned, to include preparation and organization for interviews. , , Provide suggestions for applicant testing and process improvements.

Assist with receiving and tracking job applications through spreadsheet database function. Send notification to applicants not selected for City recruitments.

Assist with city-wide job description updates.

Assist with volunteer orientation and tracking process. Help organize volunteer packets for supervisors and schedule appointments for volunteer orientations.

Write and publish job vacancy announcements, assist supervisors with the development of selection criteria based on job analysis, and participate in the interviewing processes.

Collect exit interview data from Survey Monkey and compile for monthly review.

Perform other duties as assigned.

### MINIMUM QUALIFICATIONS

1. Education and Experience:
  - Two (2) years of experience related to above duties; plus, one (1) year experience in payroll preparation, HRIS administration or other automated method for personnel input and retrieval.
2. Knowledge, Skills and Abilities:

General knowledge of human resource management principals, methods and techniques, and ability to apply this knowledge in quality orientated environment. Must have excellent customer service skills and be a team player.

Ability to understand methodology of HRIS administration and. Ability to operate a personal computer and Microsoft products. Skill in organization and ability to create and execute standard operation procedures for human resources division.
3. Working Conditions:

Minimal physical effort, comfortable working conditions, and handling of light to moderate weights. Intermittent sitting, standing, bending, stooping, and walking. Subject to extended exposure to computer visual display terminals. Moderate exposure to stressful situations and a result of human behavior and deadlines.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*