



CITY OF LITTLE ROCK
invites applications for the position of:
**Human Resources
Technician II**

An Equal Opportunity Employer

DEPARTMENT: Human Resources Department

FULL SALARY RANGE: \$13.42 - \$20.67 Hourly
\$27,918.00 - \$42,994.00 Annually

JOB TYPE: A1 -Full Time- Regular Position

FLSA: Non-exempt position, eligible for overtime compensation.

OPENING DATE: 03/18/21

CLOSING DATE:
03/23/21 11:59 PM

GRADE: 707

OPENINGS: 1

REQUIRED LICENSES AND/OR CERTIFICATIONS: No licenses or certifications are required for this position

SAFETY/SECURITY SENSITIVE DESIGNATION:

This position is not designated as a safety/security sensitive position and is not subject to random drug and alcohol screening.

JOB OBJECTIVE AND ESSENTIAL FUNCTIONS:

To assist applicants in the application process; to answer a multi-line telephone and direct callers and visitors to the appropriate personnel; to perform various Departmental technical and administrative support functions.

Please click [here](#) for a complete list of essential job functions.

MINIMUM QUALIFICATIONS AND ADDITIONAL REQUIREMENTS:

These knowledge, skills, and abilities are usually, although not always, acquired through the completion of high school, two (2) years of administrative or clerical experience to include one (1) year of experience with computerized files and record-keeping systems or related area; one (1) year of personal computer experience. Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS: None.

DISCLAIMER:

This document does not create an employment contract, implied or otherwise.

APPLICATION REQUIREMENTS:

- Online applications only
- Applicant's answers to supplemental questions will be used to screen for minimum qualifications electronically.
- Please include a complete work history when completing application. Work history may impact initial salary offer amount for the successful candidate.\
- Testing requirements include a computerized skills assessment
- List of qualified applicants will be considered active for up to six (6) months and may be used to fill future openings with same or similar minimum qualifications.
- All communication regarding application status will be sent to candidates via text message/ email address listed on account.
- You may check your [NeoGov inbox](#) to review all notices sent to the email address associated with your applications.
- Applicants may check application status for any position by logging into their [account](#) at or contacting Human Resources at (501) 371-4590 if they are having computer difficulties.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.littlerock.gov/for-job-seekers/city-employment/>

Job #HR-2021-03
HUMAN RESOURCES TECHNICIAN II
TN

THE CITY OF LITTLE ROCK HUMAN RESOURCES
500 West Markham, Suite 130W
Little Rock, AR 72201-1428
501-371-4590
HR-Employment@littlerock.gov

Human Resources Technician II Supplemental Questionnaire

- * 1. Are you willing to accept an annual starting salary of \$27,436 to \$34,844?
 Yes No
- * 2. Do you have at least two (2) years of administrative or clerical experience?
 Yes No
- * 3. If yes, please describe all relevant experience including tenure, job duties, and employers. Ensure this information is included in your work history/resume. If no experience, please enter N/A.
- * 4. Do you have experience with a computerized record-keeping system (include any scanning experience)?
 Yes No
- * 5. Describe your experience with a computerized record-keeping system (include any scanning experience):
- * 6. Do you have experience in a customer service capacity, i.e. conflict resolution, handling complaints, providing assistance and information?
 Yes No

- * 7. Please describe the work experience you have acquired concerning customer service.

- * 8. Please indicate which of the following software packages you have utilized for 1 year or more:
 - Microsoft Windows
 - Microsoft Excel
 - Microsoft Outlook
 - Microsoft Word
 - Microsoft Access
 - Microsoft PowerPoint
 - spreadsheet software
 - word processing software
 - NO computer experience

- * 9. How did you find out about this particular position?
 - LRJobs.LittleRock.gov
 - Facebook
 - LinkedIn
 - Arkansas Business
 - Newspaper (Arkansas Democrat Gazette or El Latino)
 - City Employee
 - Friend or relative who does not work for the City
 - Internet Search Engine
 - College/University Career Page
 - Job Fair
 - Other
 - Career Counselor (Military)
 - Career Counselor (Workforce, Goodwill, or other)
 - Re-entry Program (Community Programs)
 - Virtual Job Fair
 - Department of Workforce Services

* Required Question