

**City of Chester Human Resources Department
Human Resources Assistant – Non-Exempt
Salary Range: Up to \$29,650.**

Under general supervision, performs routine to complex administrative, secretarial, and clerical work to support the Human Resources Director. Provides assistance to the City Administrator and front office staff as needed. Provides administrative assistance related to new hire procedures, employment, employee benefits, employee files, and other personnel activities in accordance with applicable regulations and established principles of confidentiality. Provides assistance related to Council Meetings, Ordinances, Proclamations, etc. Reports to the Human Resources Director.

Send application/resume to syoung@chester.sc.gov no later than 12 noon, Friday, September 11, 2020. Application can be completed online at www.chestersc.org The City of Chester is an EOE-H. Position is subject to the following Background Checks: Credit Check, Criminal History, Driving History, Drug Test, Medical/Physical and Psychological testing.