Job Title: **Human Resources Assistant**

* (Full-time with generous benefits.)*

**ANTICIPATED SALARY RANGE:** $41,870 - $56,895 annually. Actual pay will be DOQ and available funding.

**FLSA Status:** Non-exempt.

**JVA#:** 2023-10  
**DEPARTMENT:** Human Resources  
**POSTED:** July 20, 2023

**POSITION SUMMARY:** The Human Resources Assistant performs a wide variety of human resource support duties for the Town of Wytheville. This position is responsible to provide customer service and administrative support for Human Resources (HR) programs and services, perform various employment and benefit procedures, process HR transactions and invoices relevant to the position’s duties and responsibilities, update and maintain documentation regarding employee records and files, verify accuracy, assist with payroll and leave processing including verification auditing, serve as the backup for the payroll technician and the Director of Human Resources, and perform other duties as assigned.

⇒ A Position Description and Additional Information may be found on the Town of Wytheville's Employment Opportunities webpage at [https://www.wytheville.org/employment](https://www.wytheville.org/employment).

**MINIMUM REQUIRED QUALIFICATIONS:** An Associate’s degree from an accredited institution and at least six months of relevant experience required, or any equivalent combination of education and experience, preferably in human resources management or a closely related field. Required Minimum Knowledge, Skills, and Abilities: Ability to quickly learn a basic understanding of human resource functions, reporting and recordkeeping requirements. Strong interpersonal and customer service skills and ability to work in a team-oriented environment. Excellent writing, editing and verbal communication skills; strong attention to detail. Ability to complete assigned tasks from start to finish, while working in a busy office with distractions and frequent interruptions. Must be self-motivated, punctual and reliable; organized and flexible. Working knowledge of computers, electronic data processing, and Microsoft Office tools to include Excel and Word. Ability to set priorities, take initiative, be proactive and follow-up, and successfully perform a wide variety of responsibilities and multiple tasks in a timely and accurate manner. Ability to interact, communicate, and work effectively with a wide range of individuals in a diverse community. Ability to maintain confidentiality. Human resources and/or payroll experience desired.

**HOW TO APPLY:** Applicants must complete an Employment Application to be considered for a Town job opening. Employment applications are available online at [https://www.wytheville.org/docs/general/employment-application.pdf](https://www.wytheville.org/docs/general/employment-application.pdf), or by visiting the Lobby of the Town of Wytheville Municipal Building at 150 E. Monroe St., Wytheville, VA. Please submit a completed application via email to: human.resources@wytheville.org, or by fax to: 276-223-3453, or by USPS mail to: Department of Human Resources, Town of Wytheville, P.O. Box 533, Wytheville, VA 24382.

**CLOSING DATE:** Position is posted open until filled. Review of applications begins immediately and will continue until the position is filled or the posting is cancelled.

The Town of Wytheville is an Equal Opportunity Employer