Human Resources Assistant - Reception and Treatment Center

**Salary**

$16.15 Hourly

**Location**

Lincoln, NE

**Job Type**

PERM FULL TIME

**Department**

Department of Correctional Services

**Job Number**

202206902

**Closing**

1/11/2023 11:59 PM Central

* [**DESCRIPTION**](https://www.governmentjobs.com/careers/nebraska/jobs/3854155/human-resources-assistant-reception-and-treatment-center?keywords=HR&pagetype=jobOpportunitiesJobs#details-info)
* [**BENEFITS**](https://www.governmentjobs.com/careers/nebraska/jobs/3854155/human-resources-assistant-reception-and-treatment-center?keywords=HR&pagetype=jobOpportunitiesJobs#details-benefits)

**Description**

The Nebraska Department of Correctional Services (NDCS) is seeking an energetic and enthusiastic individual to help fulfill the vision of exemplary customer service as a part of our Human Resources team at the Reception and Treatment Center. Primary qualities the individual will possess are a professional demeanor, excellent communication and strong computer skills. We are looking for individuals who are interested in being part of a dynamic team of HR professionals with the mission to attract, develop and retain excellent employees. For more information call 402-479-6171. For Americans with Disabilities Act (ADA) accommodations, please contact ADA Coordinator Mike Carr at 402-479-5812 or mike.carr@nebraska.gov.

• 13 paid holidays
• Vacation and sick leave (24 days your first year, accruing immediately)
• Military leave
• 156% state-matched retirement
• Tuition reimbursement
• Employee assistance program
• 79% employer paid health insurance plans
• Dental and vision insurance plans
• Employer-paid $20,000 life insurance policy
• Public Service Loan Forgiveness Program (PSLF) eligible through the Federal government
• Wide variety and availability of career advancement
• Meaningful public service -- service with a purpose!
• Numerous training and development opportunities

Reception and Treatment Center, 3218 W. Van Dorn Street Lincoln, NE 68522

**Examples of Work**

In this position you will be responsible for providing general human resources support functions related to hiring and on-boarding of employees to include scheduling and coordinating interviews and conducting background reference checks. You will be responsible for processing human resources transactions and documents for the maintenance of personnel records, files and reports; and will effectively communicate and interact with employees at all levels in the organization. Travel for meetings and other duties will be necessary.

**Qualifications / Requirements**

REQUIREMENTS: One year of coursework or training in personnel management, business administration, public administration or office/administrative or two years of related experience.

PREFERRED: Work experience in customer service setting. Demonstrated experience in managing Human Resources records and multiple HRIS databases; online recruiting/application systems and automated personnel files. Experience interpreting Human Resources policies, labor contracts and enforcing company policies. Candidate must be proficient in Microsoft Word and Excel.

OTHER: Valid driver's license. Applicants accepting a job offer must pass the following pre-employment exams in this order: medical exam, and at a randomly announced time, pass a drug test. Once at the Staff Training Academy, must successfully complete the fully paid NE Corrections Training Program.

**Knowledge, Skills and Abilities**

Candidate will have excellent communication, organizational and analytical skills and be able to work in a fast-paced environment, multi-task, meet deadlines and accurately record information. Ability to identify process improvement opportunities. Ability to multi-task, communicate with customers, co-workers, and business contacts in a courteous, professional and timely manner.

Ability to work independently and with confidential information; learn applicable labor contracts, rule/regulations, policies and procedures to provide information to employees, supervisors and the general public. One must be reliable, responsible and dependable to job obligations with willingness to take on responsibilities and challenges.

**Agency**

Nebraska State Government

**Address**

1526 K Street, Suite 100

Lincoln, Nebraska, 68508

**Website**

[http://statejobs.nebraska.gov](http://statejobs.nebraska.gov/)