

HR Specialist/Generalist Assistant - Nebraska State Penitentiary

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Hiring Agency:

Correctional Services - Agency 46

Location:

Lincoln, NE

Hiring Rate:

\$17.685

Full time

Job Posting:

JR2024-00008403 HR Specialist/Generalist Assistant - Nebraska State Penitentiary (Open)

Applications No Longer Accepted On (If no date is displayed, job is posted as open until closed):

08-03-2024

Job 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 Nebraska State Penitentiary (NSP). 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 402-479-3233. For Americans with Disabilities Act (ADA) accommodations, please contact Megan Jones at megan.jones@nebraska.gov

DUTIES:

In this position you will be responsible for providing general human resources support functions related to recruiting, hiring, benefits, and onboarding new employees. 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.

Requirements / Qualifications

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

Preferred Qualifications: Work experience in customer service setting. Experience recruiting, hiring and onboarding new employees. Experience assisting staff with benefits. Experience managing hard copy and electronic records, files and reports in a Human Resources setting. Experience interpreting Human Resources policies, labor contracts and enforcing company policies. Experience in FMLA, Workers' Compensation, HRIS, Workday, Microsoft Word and Excel.

Other: Must have a 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 public. One must be reliable,

responsible, and dependable to job obligations with willingness to take on responsibilities and challenges.

Benefits

We offer a comprehensive package of pay, benefits, paid time off, retirement and professional development opportunities to help you get the most out of your career and life. Your paycheck is just part of your total compensation.