



**DEPARTMENT OF
LABOR**
& INDUSTRIAL RELATIONS

HUMAN RESOURCES

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MICHAEL L. PARSON
GOVERNOR

ANNA S. HUI
DEPARTMENT DIRECTOR

Human Resources Clerk – Division of Administration / Human Resources

Posting Dates: Open Until Filled

Job Posting Number: 044-012

Salary: \$ 31,000 -- \$ 36,050

Job Location: This position is located at 421 E. Dunklin Street Jefferson City, MO 65101

Why you'll love this position:

The Department of Labor is looking for an enthusiastic and customer-service driven applicant with excellent communication skills to join our Human Resources team! We provide leadership in the planning, integration, and implementation of HR services to staff and applicants statewide. The HR team supports an inclusive and dynamic culture and workforce, and pursues continuous improvement through knowledge and collaboration.

What you'll do:

- Day-to-day assistance to staff and applicants relating to payroll, benefits, and time & leave.
- Coordinates timekeeping activities for approximately 700 employees; reconciles timekeeping records, reviews leave balances/entries for accuracy, reviews compensatory time for compliance with the Fair Labor Standards Act (FLSA).
- Coordinates new employee paperwork and disseminates information regarding employee benefits.
- Enters and updates employee personnel actions, contact information, deductions, and tax withholdings into the states payroll system (SAM II).
- Generates and verifies accuracy on personnel and payroll information reports.
- Maintains personnel files and other confidential information.
- Support the Personnel Analysts by assisting with recruitment and selection process, when necessary.

All you need for success:

Minimum Qualifications

- One or more years of a senior level office assistant with the State of Missouri with primary focus in human resources, **OR** a Bachelor's degree in Business, Public, or Personnel Administration; Industrial and Labor Relations; Psychology or Statistics. (Experience may substitute for education)

Preferred Qualifications

- Working knowledge of federal and state statutes and regulations.
- Working knowledge of the principles and practices of human resources administration.
- Proficiency with the state's HR/payroll system (SAM II) is preferred, but not required.
- Exercises independence and initiative in the performance of responsibilities.
- Seeks to assist team members and accept additional assignments willingly.
- Maintains positive working relationships and conduct duties with courtesy and respect.
- Accepts and implements feedback with a positive attitude and constructively supports open communication, dedication and compassion.
- Maintains regular and reliable attendance.

If you have questions about this position please contact:

humanresources@labor.mo.gov