

CITY OF CHARLOTTESVILLE

Department of Human Resources

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AD FOR ACHRA

TO RUN: ASAP

Human Resources Assistant, City of Charlottesville, performs a variety of technical, administrative, and clerical assignments in support of Department of Human Resources operations. Requires any combination of education and experience equivalent to graduation from an accredited four-year college or university with a major in business or public administration. Minimally, a high school diploma or GED plus four years of highly relevant experience may be substituted as equivalent. Ability to demonstrate proficiency with MicroSoft Office software or similar programs required. Preference is for candidates who have basic knowledge of human resources practices and related state and federal regulations. Ideal candidate will have: the ability to multitask; above average written and oral communication skills. Hiring Salary \$30,950.40 - \$39,582.40 annually. Position remains open until filled. Apply online at www.charlottesville.org/jobs or call 434-970-3490 for more information. The City is an equal opportunity employer.