KENTON COUNTY AIRPORT BOARD invites applications for the position of:

Human Resources Clerk (Part Time)

CLASS SUMMARY:
The incumbent is required to exercise initiative in applying education and/or skills, work semi-independently, be resourceful and systematic in approach to various assignments and tasks; may be responsible for projects or be part of a project team. This is a part time position, working up to twenty hours per week.

ESSENTIAL DUTIES:
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department. See full list of duties in job posting.

- Gathers information for department weekly communication. Prepares and distributes the weekly communication to the workforce.
- Reviews current HR communications/marketing initiatives and identifies opportunities for redesign and prepares recommendations for process improvements. Develops documentation for processes, procedures, configuration and training.
- Reviews current service award program, researches alternative programs and prepares recommendations for enhancements. Develops documentation for processes, procedures, configuration and training.

TRAINING AND EXPERIENCE:
High School Diploma or GED and one year of related work experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Ability to work with confidential and sensitive information

LICENSING/CERTIFICATIONS:
- Maintain Security Identification Display Area (SIDA) clearance.

KNOWLEDGE OF:
- Application of professional concepts of limited scope and complexity and/or focused projects.
- Basic administrative concepts.
- Microsoft Sharepoint.
- Microsoft Offices Suite

SKILL IN:
- Clearly and effectively communicating, both orally and in writing;
- Through working knowledge of office automation and business applications;
- Establishing and maintaining effective, fair, cooperative, collaborative and respectful relationships with internal and external colleagues, peers, work teams and workgroups.
- Using time effectively on key priorities and to provide information to people in a timely manner.

Interested candidates can obtain more information and apply at www.cvgairport.com/jobs.

The Kenton County Airport Board is an Equal Opportunity Employer/Minorities/Females/Disabled/Veterans