

## Deputy City Clerk – Part Time (Human Resources)

### **Job Summary**

To assist the performance of all duties of the City Clerk as provided by Mississippi Statutes and Yazoo City Ordinances, rules and regulations so that the City's administrative and financial operations progress are in an efficient, orderly, and lawful manner.

This position specializes in the field of Human Resource Management with a level of confidentiality. Some essential functions are: develop office policies and procedures, update the City's Human Resource policies, initiate employee orientation and exit processes, input and track employee data and benefits information. Maintain all employee files and respond to inquiries regarding compensation and benefits. Coordinate training and development for all employees.

### **Acceptable Experience and Training**

High school Diploma or GED and three (3) years' experience in a human resources related position with computer operations experience or any other relevant experience.

Skill in the use of automated office equipment and standard office software, which includes databases and presentation programs, along with standard Microsoft Office products. Knowledge of database management, experience using document imaging software and using postage machine to process outgoing mail for the City.

### ***Full job description available in the City Clerk's Office***

**Additional Requirements:** Valid driver's license. Must have and maintain a good driving record in accordance with the driving standards as established by the City of Yazoo City. Must report all traffic citations to his/her departmental Director or his/her designee within two working days of receipt.

May occasionally be required to work evenings and weekends as required.

**Residency:** All employees shall establish residency in Yazoo County Mississippi within six (6) months of employment and shall maintain residency within Yazoo County during the term of their employment.

**Background:** A criminal background check will be conducted along with a department of motor vehicles background check. Prior to starting work, applications must submit to pre-employment drug test.

**How to Apply:** A resume with a completed application must be submitted to the City Clerk's Office in person at 128 East Jefferson St. Yazoo City, MS 39194, by email at [cityclerk@yazoocityms.us](mailto:cityclerk@yazoocityms.us) or by fax at 662-746-6506. Applications may be obtained at [www.cityofyazoocity.org](http://www.cityofyazoocity.org) or from the Office of the City Clerk.

The City of Yazoo City considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. The City of Yazoo City is a "Drug-Free Workplace."