



## Job Description

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<b>TITLE:</b>	<b>Human Resources Recruiter</b>	<b>JOB CODE:</b>	3380
<b>DEPARTMENT:</b>	Human Resources	<b>FLSA:</b>	Non-Exempt
<b>PREPARED:</b>	January 2008		
<b>UPDATED:</b>	August 31, 2020	<b>LOCATION:</b>	Aztec, NM

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**Summary:** Under direct supervision of the Deputy Human Resources Officer, the HR Recruiter performs a high level of customer service and must be enthusiastic, organized, motivated, flexible, and ambitious to develop and implement job recruiting initiatives and strategies to attract outstanding potential candidates; use innovative methods of media resources to support our overall staffing initiatives. Must have knowledge of employment laws and hiring principles to ensure compliant and fair recruitment processes; identify and apply recruitment trends to stay competitive; prepare recurring reports such as cost to hire, new hire, and advertising. This individual must have excellent oral, written, public speaking, and interpersonal skills; conduct effective new hire onboarding training; proficient with applicant tracking systems. The ideal candidate shall have a positive, out-going, and professional attitude to promote San Juan County as the “employer of choice.”

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Coordinate the County's job recruiting initiatives; implement staffing initiatives to efficiently and effectively fill vacancies; create recruiting plan; contact hiring managers to determine needs; research and recommend resources for recruiting and to determine the effectiveness of recruiting plans; build professional and academic contacts.
- Maintain applicant tracking system; including personnel requisition, job posting information, testing requirements, background processes, and applicable forms for a complete, accurate, and compliant recruitment process; maintain administrative functions.
- Prepare and process job openings; create job postings and advertisements; place ads in appropriate media format; assist applicants with electronic application process and required background authorization forms; coordinate applicant testing and screening process. Assist with preparing supplemental screening questions; prepare and provide recruiting packets to hiring managers; provide assistance on recruiting process as needed.
- Ensure thorough screening is performed on prior employees for preferences or return to work requirements.
- Comply with veteran and EEO preferences for recruiting, hiring, transfers, and promotions.
- Schedule employment interviews; may participate in employment interviews; review and assist in preparing and/or revising interview questions; maintain database of interview questions for each recruiting file.
- Contact selected individuals to make conditional and final job offers; inform candidates of pre-employment requirements; verify candidate's contact and reference information; coordinate background checks; on occasion may assist in performing background checks; review completed background reports and report any discrepancies to supervisors.
- Conduct new employee onboarding to foster a positive attitude toward organizational goals.
- In cases where an applicant is judged unqualified, make appropriate notifications and maintain data.
- Serve as the HR Department social media contact to create strategies that define the County's recruitment program; identify new opportunities to create visibility, monitor professional media trends, and appropriately applies to enhance social media presence; collaborate with the Public Relations Manager.
- Utilize developed occupational data to evaluate or improve methods and techniques for recruiting, selecting, promoting, evaluating, and training employees; provide report(s) to Chief Human Resources Officer and Deputy Human Resources Officer.
- Prepare and provide various recruitment metric reports or as assigned; maintain extensive recruiting and background database; maintain recruiting procedures and desk procedures.
- Handle sensitive and confidential data and ensure the quality and integrity of all information produced.
- Perform a variety of support tasks to assist co-workers; cross-train to provide coverage with other HR programs, primarily with the HRIS Specialist preparing employment data, and filing. Participate in special projects as assigned.
- Act as liaison with area employment and advertising agencies, background companies, state agencies; reconcile billings; resolve discrepancies.

**Job Description**

Human Resources Recruiter

- At times, will act as primary contact to visitors and take incoming calls for the HR Department.
- Perform other related duties as assigned.

**Required Knowledge and Skills:**

- Knowledge of human resources methods, techniques, and principles.
- Knowledge of methods, techniques, and principles of recruitment, selection, and interviewing.
- Knowledge of employment laws, regulations, and procedures.
- Knowledge of County policies and procedures.
- Strong understanding of social media platforms.
- Skill in organizing and prioritizing work to meet established deadlines.
- Skill in providing a high level of customer service to County employees and the public.
- Skill in preparing routine reports and correspondence.
- Skill in recruiting in all areas of media.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.
- Skill in communicating effectively, both orally and in writing.
- Skill in public speaking; preparing and updating onboarding training materials.
- Skill in establishing and maintaining effective working relationships with County staff and the public.
- Skill in the use of a personal computer and Microsoft Office software, especially with Excel, Word, and applicant tracking systems.

**Education and Experience:**

- Associates degree and three (3) years of recruiting experience; a Bachelor’s degree in a related field is preferred; or a combination of education and experience sufficient to perform the duties of the position.
- Must have experience with applicant tracking software; strong understanding of employment laws and hiring principles.
- Must have experience with preparing recruitment metric reports on advertising, new hire, time/cost to hire, pre-employment costs, and annual recruiting report for budgeting purpose.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.
- Candidate will be required to pass a post-offer drug test and to take physical examination, if applicable to the position.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- The noise level in the work environment is usually moderate.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County’s electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

**Equipment and Tools Utilized:**

- Equipment utilized includes computer and conventional office equipment.

**Approvals:**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_