

City of Vicksburg
Job Description

Job Title: Administrative Assistant - HR

Department: Human Resources

Reports To: Human Resources Director

FLSA Status: Nonexempt- Full-time, Hourly

Approved By: Board of Mayor and Aldermen on May 8, 2026¹

Position Summary:

The Human Resources Administrative Assistant provides clerical, customer service, and administrative support to the Human Resources Department. This position assists with scheduling, filing, maintaining personnel records, data entry, data entry, and otherwise relieves the HR Director of clerical work and administrative detail.

The Administrative Assistant serves as a first point of contact for employees, applicants, and the public and helps ensure the efficient day-to-day operation of the Human Resources office.

Essential Duties and Responsibilities:

The following duties are not all inclusive. Other duties may be assigned.

1. Provides clerical and administrative support to the Human Resources Director and other HR staff.
2. Schedule appointments, meetings, interviews, and conference calls.
3. Prepare routine correspondence, notices, and reports.
4. Ensures that the Human Resources Department calendar remains updated.
5. Reads and routes incoming and outgoing mail. Prepares outgoing mail and other correspondence, including e-mail and facsimiles.
6. Orders office supplies.

¹ Prepared By: AB. Prepared Date: February 13, 2018. Amended and Approved By: Kimberly Nailor. Approved Date: July 2022. Amended By: Keyona Henry, April 2026.

7. Answers, screens and directs all telephone calls to the Department.
8. Coordinates HR Director's schedule regarding Human Resources matters and sets appointments.
9. Greets visitors and directs them to the appropriate area or person.
10. Coordinates and arranges meetings, reserves and prepares facilities, records and transcribes minutes of meetings, and arranges and schedules conference calls.
11. Requires any individual, whether employee or Department Head or Division Head to complete the required intake form and ensure the form is given to the HR Director and the Training and Disciplinary Coordinator.
12. Communicates with Division Heads, per HR Director's instruction, concerning application and request to post processes.
13. Receives and ensures all job applications are given to the HR Recruiter.
14. Prepares all job announcements and posts said announcements upon approval from the HR Recruiter or HR Director.
15. Coordinates with the Information Technology Department to ensure positions are timely uploaded and removed from the City's website.
16. Assists Department Heads/Supervisors and HR Recruiter with pre-hiring process.
17. Schedules interviews for supervisors of candidates, which includes contacting candidates and setting times for interviews and locations.
18. Handles the pre and post hiring process. Coordinates with the HR Recruiter and HR Director to schedule orientation days and times.
19. Receives Personnel Action Forms and prepares Executive Session Agenda for Board

Meetings.

20. Assists with City of Vicksburg job fairs, projects, and events are directed by the HR

Director.

Supervisory Responsibilities:

None

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

Must have at least an Associate's degree (A.A./A.S.) and 1 year of related experience; or High school diploma or general education degree (G.E.D.) and at least 3 years of related experience and/or training.

Language Skills:

Ability to read and interpret documents such, but not limited to policy, as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual must have excellent working knowledge of Microsoft Office and its applications/programs.

Certificates, Licenses, Registrations:

Must have a valid driver's license.

Other Skills and Abilities:

Must have good organizational skills and be able to interact effectively with the public; type 50-60 wpm; excellent verbal and communication skills and phone skills. Overtime, flexible work schedule and on call work status is not a normal requirement of this position but may be assigned if necessary.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.