

Colin J Moore

Mayor

Peggy Bing-O'Banner

Mayor Pro Tempore

Matthew Garnes

Town Clerk



Council Members

Michelle Hagan

Charlie Simmons

Alfred Washington

Human Resources Specialist (Part Time)

Position Category: Administration

Position hours: Three days per week, 9AM-5PM

Job duties: The Human Resources Specialist is a newly created position that is under the direction of the Town Clerk. The employee will establish and maintain effective working relationships with Town personnel and the public. The Human Resources Specialist is responsible for handling health plan and retirement enrollment, managing the pre- and post-tax cafeteria plan offerings along with monthly and quarterly retirement reporting and remittance. Assists with interviews, establishing applicant pools and any required pre-employment testing. Assists the Town Clerk with any other functions as requested.

Qualifications:

- High school diploma or equivalent•
- Associates Degree in Human Resources preferred or course work in a similar field
- Must possess and maintain South Carolina Driver's License (Class D)
- No criminal history of crimes of moral turpitude
- Attention to detail and accuracy are essential•
- Discretion and professional demeanor are essential.
- Must complete NIMS ICS 100, 200, 700, 800 within six months of employment

Pay info: \$14.00/hr

How to apply: Interested individuals may submit a signed job application to the Yemassee Municipal Complex.

Deadline: Until filled

All applicants tentatively selected for a position with the Town of Yemassee will be required to submit to urinalysis to screen for the illegal use of drugs and to a background check prior to appointment. Employment is contingent upon clearing both the drug screening and background investigation. Employee is subject to randomized drug screenings throughout their employment. The Town of Yemassee is an Equal Opportunity Employer.

Yemassee Municipal Complex

101 Town Cir P.O. Box 577 Yemassee, SC 29945-0577

Telephone (843) 589-2565 Fax (843) 589-4305

www.townofyemassee.org