

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

JOB SUMMARY This is a non-career, temporary job of the Metropolitan Washington Airports Authority (Airports Authority). The incumbent performs varied clerical and administrative duties in support of the Employment Resources & Personnel Management (ER&PM) Department of the Office of Human Resources: drafts vacancy announcements from job descriptions and other documents; retrieves/enters data from the HR Information System; processes applications; informs callers, visitors and employees about job vacancies, application procedures and selection processes; maintains applicant/candidate and staffing status databases; prepares reports and various documents; and performs related duties, including general office support functions.

The work requires a general understanding of the recruitment and placement function in the field of Human Resources and specific understanding of the assignments of individual office staff members involved in recruitment and placement.

DUTIES Examples of duties include but are not limited to:

Employment function

Drafts vacancy announcements for postings based on the official job description and instructions from Employment Specialists. May draft ad copy for external postings. May research sources for candidates. Keeps records that detail diversity of applicants and effectiveness of various media outlets in attracting a diverse array of applicants.

Uploads resumes into the applicant tracking system and notifies applicants to complete applicant profiles in the system. Prepares and updates candidate selection lists; creates review panel worksheets and supporting documentation on behalf of the Employment Specialists, as directed. Coordinates with hiring managers to schedule interview sessions, as requested.

Reviews applications to determine if (established) minimum qualifications are met and may assist in further screening; provides documentation to Employment Specialists for review; prepares documents for rating and ranking of applicants by selection panel members; processes background checks; and performs related functions.

Prepares job offer letters for applicants selected for Airports Authority positions, confirmation of employment orientation date letters, rejection letters, and other miscellaneous employment letters. Ensures that final case file is complete, including all applications, rating sheets and applicant referral/selection lists, after employee selection and rejection letters are processed. Processes

Assists Employment Specialists in all facets of job/career fairs: attends job fairs to assist in providing general background and basic data on employment/career information at the Airports Authority; helps arrange venues for Airports Authority-sponsored job fairs; creates

and produces materials for job fairs; sets up or helps set up Airports Authority booth/displays/etc., and performs related functions.

For entry-level and promotional testing programs, assists Employment Specialists in all facets of process: prepares list(s) of applicants for testing, assists with test scheduling and logistical preparation, mails testing study materials to applicants scheduled for testing, answers questions concerning test dates; gives directions to test site; helps Employment Specialists conduct and monitor tests; provides results to candidates, as authorized; and performs related functions.

Assists HR Information System (HRIS) Technician with ongoing filing, processing of personnel actions (data entry of all new hires), gathering of data for entry into the HRIS, and related activities. Generates routine and various custom HRIS reports providing management information as requested.

Prepares applicant and correspondence files for electronic storage in the archives records center, completing appropriate internal and external lists and labels. Coordinates with archives/records contact when files are ready for shipment.

General

--Answers phone calls and receives visitors to the office. Explains the application process; gives directions to various Airports Authority locations; and takes messages or directs inquiries to an appropriate Employment Specialist.

--Sets up control or suspense logs to monitor timely response to correspondence, coordination of invoices, or other matters where follow-up information or action is required. Maintains and files office documents; reviews document content and establishes new file categories.

--Performs a variety of other administrative and clerical duties as required. Types and proofreads correspondence (edits copy for typographical errors, proper spelling, grammar and conformance to formats and procedural requirements), compiles and verifies data, prepares forms, makes copies, and sends and receives facsimiles.

--Maintains the staff scheduled leave and training calendar. Orders supplies and equipment. Sorts and distributes mail. Assigns travel order numbers. Substitutes for the HR Employment Technician as necessary.

--Communicates and interacts effectively with internal and external business contacts, including, but not limited, to other members of the unit/team, other Airports Authority employees, contractors, job applicants and the general public.

--*Performs other duties as assigned.*

RESPONSIBILITY Performs moderately complex human resources clerical functions within established guidelines under normal supervision of the Manager, ER&PM Department or an

Employment Specialist; obtains assistance on complex or unusual matters. Work is reviewed for quality, quantity, timeliness, teamwork, customer service and other factors.

MINIMUM QUALIFICATIONS (MQs)

To be rated qualified for this job, an applicant must meet both of the MQs listed below at the time of vacancy announcement closure.

1. A high school diploma, a Certificate of General Educational Development (GED), or an equivalent combination of education, experience and training that includes some high school-level courses in business.
2. Three years of progressively responsible experience in administrative/clerical support functions, with at least one of these three years in HR management/administration support functions, that includes substantive work in a range of the DUTIES in this job description, to include evidence of:
 - a. Knowledge of, and skill in recruitment, selection and placement programs, processes and procedures to review applications submitted for jobs to verify minimum qualifications; to maintain the vacancy announcement area; to obtain and give information about job vacancy and the employment process; to refer callers, visitors, employees and mail to the right team member; and to otherwise assist Employment Specialists and the Department Manager with various facets of the employment function.
 - b. Ability to rapidly acquire knowledge of, and then skillfully use, Airports Authority-specific human resources processes, procedures, practices, systems and other standards and guides pertinent to assigned functions including knowledge of the Airports Authority's organizational structure to accurately prepare offer and begin-work letters from personnel action forms and Employment Specialist's instructions.
 - c. Skill in using a computer and modern office suite software to perform general office functions and to perform various employment functions, such as communication with hiring authorities and candidates (email), word processing, scheduling of interviews, spreadsheets and presentations, and in acquiring skill in and then using Airports Authority-specific employment software/systems to download/upload documents, enter/retrieve data and perform HRIS support functions.
 - d. Evidence of skill in planning one's own work consistent with assignments, priorities and other guides; in reasoning in problem solving; in communicating in writing; in communicating orally; in working effectively with business contacts; and in providing effective customer service.