



# YUMA COUNTY RECRUITMENT ANNOUNCEMENT

**Position:** Recruitment Coordinator  
**Department:** Sheriff's Office  
**Classification:** Non-Exempt, Eligible for overtime compensation  
**Salary:** \$19.40 - \$24.39 / hr. D.O.Q.  
**Grade:** 110  
**Close Date:** Open Until Filled

THE COUNTY OF YUMA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY

## NATURE OF WORK:

Under general supervision, performs work of moderate difficulty in employee recruitment activities within the Sheriff's Office. This position has departmental responsibility.

## EXPERIENCE & EDUCATION:

Bachelor's degree in human resources, business, or a closely related field and two (2) years of experience in human resources; OR an equivalent combination of education and experience.

**ADDITIONAL REQUIREMENTS:** May be required to successfully complete a background check, polygraph, and drug test prior to appointment; must possess and maintain a valid Arizona driver's license.

The above information is intended to describe the general nature of this position and **is not** to be considered a complete statement of duties, responsibilities and requirements.

### **\*\*NOTE\*\***

Reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any stage of the recruitment process. Requests for accommodation must be made through the Yuma County Human Resources Department in advance of the event, or as soon as practical, so that necessary arrangements can be made (928) 373-1013 OR TDD (928) 373-1013.

**Apply:**  
**Yuma County Human Resources - 198 S. Main St., Yuma, AZ 85364**  
**Phone: (928) 373-1013 Fax (928) 373-1153 Job Line (928) 373-6090**  
**Website: [www.yumacountyaz.gov](http://www.yumacountyaz.gov)**  
**See Reverse Side For More Information**

# RECRUITMENT COORDINATOR

## EXAMPLES OF WORK:

*(Illustrative Only)* Researches, evaluates and determines effective advertising methods and recommends recruitment strategies; implements recruitment programs to obtain qualified candidates; Prepares job announcements, advertisements, and other recruitment materials; creates posting of job announcements and recruitment advertisement; assists in the maintenance of the recruitment website and other social media resources; reviews and screens job applications; coordinates, schedules, and facilitates tests and interviews; responds to applicants and other entities regarding the recruitment process; coordinates activities with other departments, outside agencies, and the public; attends job fairs and other recruitment activities in the community; researches, evaluates and compiles statistical information for reporting; maintains computerized databases, office records and files; assists with records retention and destruction; submits relocation and interview reimbursements for payment; monitors the advertising budget; ensures compliance with all employment laws; represents the department on committees and meetings; regular and reliable attendance is required; performs other duties as assigned.

## KNOWLEDGE, SKILLS AND QUALIFICATIONS:

**Knowledge of:** County policies Sheriff's Office policies and procedures; laws, rules, regulations, and court decisions applicable to Human Resources functions; current trends in employee recruitment; principles and practices of organizational behavior; Business English, spelling, punctuation and grammar; basic bookkeeping methods and procedures.

**Skills in:** Principles and methods used in Human Resources management; public speaking; presenting information clearly and concisely to various audiences; research, development, and program evaluation; dealing impartially with people of different social, economic, and ethnic backgrounds; operating computerized technology, job-related software applications, and modern office equipment.

**Ability to:** Research and analyze information regarding recruitment activities/strategies; plan, organize and prioritize multiple tasks; handle confidential information with discretion; exercise initiative and independent judgment; work independently with minimal supervision; establish and maintain an effective working relationships with supervisors, employees, other agencies, and the public; follow written and verbal instructions; communicate effectively verbally and in writing; perform the essential functions of the job specifications with or without reasonable accommodation.

## Work Environment/Physical Demands:

- Work is performed in general office environment and at community events.
- May work non-standard hours due to community events/activities, to include overtime, holidays, and weekends, as necessary.
- Occasional lifting, carrying, pushing, and/or pulling.
- Some stooping, kneeling, bending, crouching, and/or crawling.
- Visual and muscular dexterity to operate: computer and office equipment.
- Operate a motor vehicle and travel to/from various locations.

EOE/AA/ADA/M/F/V/D  
DRUG FREE WORKPLACE