



City of Beloit Human Resources Assistant

SALARY	\$23.77 - \$33.66 Hourly	LOCATION	100 State St., Beloit, WI
JOB TYPE	Full-Time	JOB NUMBER	202600063
DEPARTMENT	Human Resources	DIVISION	HR-HUMAN RESOURCES
OPENING DATE	08/28/2026	CLOSING DATE	9/21/2026 11:59 PM Central

Summary of Job

The City of Beloit has an exciting professional opportunity in the Human Resources Department. Beloit seeks an experience and skilled candidate to serve as Human Resources Assistant.

This position is responsible for assisting and performing responsible work with the planning, development and implementation of City Human Resources programs and services including recruitment, applicant screening, certification, selection, personnel records, and employee benefits coordination. This work is characterized by a high degree of knowledge, judgment, and initiative in assisting offering comprehensive human resources programs in accordance with all applicable labor agreements, state and federal laws, City ordinances, HR practices, and professional standards.

Qualified candidates will be expected to have a creative, problem-solving approach and well-developed interpersonal communication skills and an ability to establish and maintain an effective working relationship with staff, elected and appointed officials, government agencies, service and community organizations, private business and general public.

Qualifications

MINIMUM REQUIREMENTS

1. A valid driver's license or otherwise meet the transportation needs of the position.
2. Bachelor's Degree in Human Resources Management, Industrial Relations, Public or Business Administration, Psychology or a closely related field.
3. Professional human resources experience is preferred.
4. One (1) year of work experience in a professional office setting is preferred.
5. Certifications in the field of Human Resources are desirable.
6. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position may also be considered.

Equal opportunity employer

Employer

City of Beloit

Address

100 State St

Beloit, Wisconsin, 53511

Phone

(608) 364-5819

Website

<http://www.beloitwi.gov>

Human Resources Assistant Supplemental Questionnaire

***QUESTION 1**

Do you have a valid driver's license and satisfactory driving record or otherwise meet the transportation needs of the position?

☐ Yes

☐ No

QUESTION 2

Do you have a Bachelor's Degree in Business Administration, Human Resources Management, Public Administration or a related field?

☐ Yes

☐ No

* Required Question