

POSITION AVAILABLE

HUMAN RESOURCES SPECIALIST, City of Norfolk. Under the supervision of the Human Resource Director, handles a range of confidential and complex office tasks, supports departmental procedures, and maintains human resources administrative records. This includes ensuring fair and ethical language access for the City of Norfolk and assisting with the language needs of city departments. Any combination of education and experience equivalent to a bachelor's degree is acceptable, along with progressively responsible experience in professional translation and interpretation services. Candidate is required to be bilingual and having knowledge of other languages is preferred. Monthly salary range is \$3,966 - \$5,434. Excellent fringe benefit package. Apply at: www.norfolkne.gov/humanresources or Human Resources Office, 309 N. 5th Street, Norfolk, NE 68701, (402) 844-2010. First review of applications begins October 1, 2024. Position open until filled. EOE.