

Job Title:	Human Resources Generalist
Department:	Human Resources Department
Reports to:	Human Resources Director
FLSA Status:	Hourly - Nonexempt
Salary:	\$50,980.80 with a 3-year progression
Benefits:	Health, dental, vision, life, clothing allowance, longevity pay, paid time off, and retirement benefits
Posting Date:	06/15/2026
Expiration Date:	06/30/2026

Job Summary:

The Human Resources Generalist is responsible for assisting the Human Resources Director with the daily functions of the Human Resources Department including new hire orientation and enforcement of organizational policies and procedures. This position will administer centralized control over the Town's insurance obligations in the areas of employee benefits and Workers Compensation insurance.

Essential Duties and Responsibilities and all other duties as assigned:

- Assists the Human Resources Director with implementation of Town policies and procedures in coordination with all employment labor laws.
- Maintains supplies for the Human Resources and Council suites.
- Conducts new hire onboarding, including background checks and driving records, employee eligibility verification, enrollment forms, fulfillment procedures, and required entry into the employee benefits portals and databases.
- Processes self-funded insurance transfers.
- Prepares Report of Collections for insurance revenues.
- Updates and maintains all employee information (address changes, change in dependent status, and beneficiary changes).
- Maintains employee personnel files and databases.
- Processes invoices related to insurance.
- Schedules and coordinates Open Enrollments, Vaccine Clinics, Health Fairs, and other events related to employee benefits.
- Communicates with and onboard retirees in Medicare and other insurance.
- Participates in employee disciplinary meetings, terminations, and investigations.
- Assist retirees, employees, and dependents with insurance related questions.
- Conducts Exit Interviews with all exiting employees.
- Maintains OSHA reporting, processes FROI forms for Workers Compensation claims, and maintains communication with adjusters, employees, and department heads.
- Assists in initiation and handling of Tort claims.
- Attends various meetings as needed and performs other related duties, as assigned, to ensure an effective and efficient work environment.

Supervisory Responsibilities: This job does not have supervisory responsibilities.

Qualifications, Education, and/or Experience:

- Preferred associate degree in business administration or human resources certification.
- Required minimum of two years' relevant benefit administration experience and/or Workers Compensation benefits.
- Experience with employment-related laws and regulation and reporting requirements including COBRA, HIPAA, and FMLA laws.
- Proficient knowledge of Microsoft Office and Excel
- Preferred experience with self-insured and fully insured policies.
- Possesses a valid driver's license and the ability to successfully pass a background check, driving record, and drug screening.

Competencies:

- Adaptability
- Exceptional work ethic, dependability, and time management skills
- Strong attention to detail
- Strong morals and ethics
- Organizational support
- Ability to maintain a high level of customer service and confidentiality
- Positive attitude and courteous demeanor

Physical Demands:

- Ability to lift 25 pounds without an assistive device (employee files, boxes of supporting materials, etc.)
- Ability to sit for long periods of time – mostly sedentary position.
- Ability to stand and stoop frequently as needed for employee/citizen engagement and filing.

Work Environment:

- Environment: This job is in an office setting, on the second floor
- Location: 2000 Broadway, Suite 206, Clarksville, IN 47129
- Hours: Monday through Friday 8:30 a.m. – 4:30 p.m.

Town of Clarksville is an Equal Opportunity Employer and a Drug-Free Workplace.

Applications can be obtained from our website at www.townofclarksville.com or through the Human Resources Department. The submission deadline is **June 30, 2026**, and should be submitted to the following address or email.

Amy Schoenbachler
Human Resources Director
Town of Clarksville
2000 Broadway, Suite 206
AmyS@townofclarksville.com