



**NEBRASKA STATE GOVERNMENT  
invites applications for the position of:**

## **Talent Acquisition Specialist / Recruiter**

---

<b>SALARY:</b>	\$18.39 Hourly
<b>OPENING DATE:</b>	09/21/21
<b>CLOSING DATE:</b>	09/28/21 11:59 PM
<b>JOB TYPE:</b>	PERM FULL TIME
<b>LOCATION:</b>	Lincoln
<b>DEPARTMENT:</b>	Department of Administrative Services
<b>DESCRIPTION:</b>	

As a Talent Acquisition Specialist on our State Personnel team, you will be responsible for creating and implementing diverse recruiting and sourcing strategies for connecting individuals with meaningful State of Nebraska careers. The Nebraska Department of Administrative Services, State Personnel team focuses on delivering efficient, effective, customer-focused support and consultative services to State of Nebraska teammates and agencies, boards and commissions.

We offer an excellent total compensation package including: 13 paid holidays; vacation and sick leave; State-matched retirement plan; health, dental, vision, and life insurance options! Flexible work location and schedule is available, including remote work options. Treating others with dignity & respect – ethically sound – customer always the priority. Sound like you? This might be your perfect fit!

**1526 K Street, Suite 100 (OPTIONS FOR FLEXIBLE/REMOTE)**

### **EXAMPLES OF WORK:**

- Source, evaluate and match candidates with assignments available through the State of Nebraska's temporary service.
- Promote and represent the State of Nebraska as a key employer through various social media, networking and marketing channels.
- Leverage recruiting and candidate tools and systems, including applicant tracking system, resume databases and internet sourcing databases, such as LinkedIn, Boolean search strings, and job boards, to create a sourcing strategy and improve the depth and diversity of candidate

pipelines.

- Support state agency stakeholders by consulting on talent acquisition strategies and coordinating effective and timely job postings and application flow.
- Engage in continuous improvement efforts and training related to processes and personal development.

## **QUALIFICATIONS / REQUIREMENTS:**

**REQUIREMENTS:** Two years of public contact experience in recruiting, screening, and placing applicants to include explaining job openings, application processes, and interviewing or screening qualifications of job seekers. Post high school coursework or training in human resource or personnel management, human relations, customer services, public communications, business or public administration, or other administrative fields, may substitute for one year of the required experience.

**PREFERRED:** Experience in full-cycle recruitment, sourcing/direct search, recruiting through social media platforms and/or marketing; and SHRM Talent Acquisition Specialty Credential.

**OTHER:** Regular and reliable attendance is required for this position.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of personnel/human resources procedures; EEO policies and procedures; Boolean search strings; X-Ray search; labor market analysis; employee interviewing and selection; and Applicant Tracking Systems (ATS). Skill in actively sourcing passive job candidates through platforms such as Indeed and LinkedIn; effective communication; presenting information to various audiences; and customer focused interactions. Ability to maintain a high level of confidentiality; make and justify decisions; organize and adjust workloads to meet staffing demands; apply evaluation criteria in a consistent and fair manner; develop and sustain positive, relational, and continuous candidate experiences; effectively utilize ATS and social media to engage current and potential job candidates; and perform work independently.

---

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://statejobs.nebraska.gov>

1526 K Street, Suite 100  
Lincoln, NE 68508

[state.jobs@nebraska.gov](mailto:state.jobs@nebraska.gov)

Equal Opportunity Employer

---

Position #06580608  
TALENT ACQUISITION SPECIALIST / RECRUITER  
KS