

NORTHAMPTON COUNTY NOTIFICATION OF POSITION VACANCY

07/31/17

PERSONNEL TECHNICIAN

The Human Resources Department is accepting applications for a full-time Personnel Technician. This position is responsible for providing the technical and office support functions which relate to the day-to-day processing, documenting, and tracking in HR functions.

The employee in position is responsible for explaining benefits, initiating salary administration/payroll forms, processing and documenting personnel and position actions, maintaining personnel statistics, tracking and reporting systems, assisting the recruiting efforts, and establishing and maintaining appropriate personnel and position history files.

Education/Requirements: High school graduate and two years clerical experience. Considerable knowledge of office practices and procedures. **Preferred qualifications:** HR office experience is a plus.

Apply at the Division of Employment Security (DES)
Becker Village Mall, Roanoke Rapids NC
or mail application to: HR Dept., PO Box 367, Jackson NC 27845
or apply in person at the
Northampton County Human Resources Department
107 Thomas Bragg Drive, Jackson NC

→ SUBMIT A NORTHAMPTON COUNTY APPLICATION
Available @ www.northamptonnc.com

Normal Hiring Salary Range
Grade 63 - \$27,970 to \$29,382

Closing Date/Postmark: Open Until Filled

Northampton County Is An Equal Opportunity Employer And Hires Only U.S. Citizens And Lawfully Admitted Aliens. Northampton County Is A Drug-Free Workplace.
All Candidates Will Be Subject To Background Checks/Drug Testing As A Condition Of Employment.

Personnel Technician

General Statement of Duties

This position is responsible for providing the technical and office support functions which relate to the day-to-day processing, documenting, and tracking in HR functions. An employee in this position is responsible for explaining benefits, initiating salary administration/payroll forms, processing and documenting personnel and position actions, maintaining personnel statistics, tracking and reporting systems, assisting the recruiting efforts, and establishing and maintaining appropriate personnel and position history files.

Distinguishing Features of the Class

An employee in this class is expected to perform their duties with minimal supervision. This employee uses written guidelines established through Northampton County personnel policies and procedures as well as department and state procedures. Work is reviewed with the supervisor on an as-needed basis. The Human Resources Director is readily available for needed consultation. Employee will maintain confidentiality in accordance with Federal, State, and County guidelines.

Duties and Responsibilities of this position include but not limited to:

Essential Duties and Tasks

Employee assist in providing information in person or by phone to applicants, county employees, general public and various agencies regarding employment opportunities within the county; employee will respond to questions regarding county position vacancies.

Employee may provide basic orientation to new employees and provides information regarding personnel policies and procedures, benefits, payroll information and annual/sick leave accruals. Daily consultation is provided to county employees regarding personnel information such as retirement forms, insurance benefits, individual salaries, address changes, workmen's compensation information, concerns and complaints. A considerable amount of time is spent in the area of answering general, more routine questions and requiring some problem resolution. Some ongoing public contact is also required with staff in various county agencies regarding personnel-related activity as well as contact with payroll, computer, and fiscal operations for the primary purpose of ensuring personnel records and activities are appropriately established and maintained. Periodic contact may also be with other state and federal agencies on an as-needed basis. Handle scheduled appointments.

Employee is responsible for the establishment and maintenance of all county position and personnel records and is accountable for timely filing and retrieving information on an as-needed basis. Position is assigned the responsibility for compiling and maintaining personnel information and statistics as required and/or requested by the Human Resources Director. Data may include number of employees hired, resignations, dismissals, affirmative action information,

number of personnel actions and positions posted for recruitment. Employee may be requested to prepare monthly Activity Reports for the Human Resources Director.

Employee maintains appropriate database and tracking systems for pending issues to include performance evaluations, trainee/probationary status, longevity, salary adjustments, benefit changes, etc., and personnel action forms, and other forms which document employee's FLSA status.

Employee becomes involved in the maintenance of timesheets and leave requests for the purpose of maintaining accurate leave totals at all times. Employee is responsible for the review, problem resolution and consultation with supervisors. Personnel actions and other related information is documented for all new employees, terminations, dismissals, promotions, reclassifications, status and salary changes, tax information, address and name changes and benefit information.

Employee will support the Human Resources Director in the overall recruitment process to include the preparation of recruitment flyers, coordinating interviews, reference checking and other related activities. Other records and reports will be developed at the direction of the supervisor.

Employee will become responsible for the establishment and maintenance of all personnel files and accountable for ensuring that all required initial documents be filed in proper order. Employee will coordinate the transfer and proper storage of inactive files usually at the time of resignations or terminations. Content of the record will be reviewed on an ongoing basis to ensure ongoing compliance.

Employee will be responsible for the establishment and maintenance of all position history files within the county. Coordination of new position descriptions may be performed by the employee who will ensure all are filed in appropriate files.

Employee will release information from personnel files in accordance with the Personnel Records Law.

Employee will establish and maintain other personnel-topic related files to include policies and procedures, new local, state and federal releases and other related information.

Employee will compose letters and memorandums as directed.

Employee may become responsible for creating posting notices to include relevant information for recruitment including position classification, number of hours scheduled, salary, and other necessary information. Accuracy is extremely important as errors may delay the hiring of a qualified applicant or delay overall county services. Errors may also result in compliance issues for the county and considerable liability issues are possible.

Employee is responsible for the receipt and distribution of Human Resources Department mail. May review for content and timely processing. Employee will assist the supervisor in providing

personnel information in accordance with privacy regulations for purposes of verification of employment information. Create documents in Microsoft office programs.

Additional Job Duties

Employee will perform other related duties as required or directed by the supervisor.

Recruitment and Selection Guidelines

Desirable Education and Experience

High school graduate and two years clerical experience

Considerable knowledge of office practices and procedures.

Ability to organize and effectively process and maintain records and files.

Ability to type with accuracy and transcribe material into proper format.

Knowledge of proper letter formats, grammar, punctuation, spelling, Microsoft office products and use of tracking and database maintenance is helpful. Employee must be able to use a personal computer, typewriter for letters, envelopes, personnel action forms and memoranda; uses a copy machine for forms, letters, memos, and position descriptions to distribute to designated persons or places. Uses an adding machine for the purpose of checking timesheets and leave accruals on a monthly basis. One year of on-the-job training will be required for the employee to become fully able to perform the duties and responsibilities of this position.

Physical Requirements

Must be able to perform the basic life operational skills of talking, reaching, standing, stooping - kneeling, walking, lifting, fingering, grasping, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Some positions assigned to this class may require light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly.

Must possess the visual acuity to prepare and analyze data and figures, operate a typewriter and/or computer terminal, and determine the accuracy, neatness, and thoroughness of the work assigned.

Special Requirements

Employee must have a valid driver's license and be in compliance with Northampton County insurance regulations.