

RECRUITMENT ANNOUNCEMENT

The County of Surry is accepting applications for a **Personnel Tech I** to work in the Human Resources Department. This position will perform technical and administrative support duties to assist Human Resources staff in the daily operations of Surry County's programs for personnel, safety, payroll/benefits, workers' compensation and Employee Wellness. Work will require application of personnel laws and established County policies and procedures. Employee must maintain strict confidentiality, have the ability to multi-task, perform work accurately and promptly, and exhibit initiative in completing assignments. Duties will include providing assistance in the following areas: recruitment; assisting employees, supervisors, and department heads in personnel policy compliance; assisting with the risk management program; and special projects and duties as assigned. Work is performed under the direction of the Assistant County Manager and in accordance with established personnel laws and County policies and procedures.

JOB REQUIREMENTS: This position requires graduation from high school and two years of experience in a personnel related field or an equivalent combination of education and experience. Two year degree in business or personnel management desired. Applicants should have working knowledge of the laws, rules, and regulations which apply to personnel policies and practices, including recruitment and selection, employee benefits, and personnel administration. Applicants should have the following abilities: ability to communicate effectively in oral and written form and possess excellent proofreading, spelling, and grammatical skills; good computer skills including Word and Excel; good mathematical skills including the ability to analyze facts and figures, complete salary studies, and prepare follow-up reports; the ability to read and accurately interpret written policy and procedures; the ability to maintain strict confidentiality; and the ability to perform multiple tasks simultaneously. Final candidates will be tested during the interview process.

SALARY RANGE: Grade 63 \$34,611 - \$56,716

Applications will be taken at NC works career Center, 942 West Pine Street, Mount Airy, NC (336-415-6120) , by going on-line to the Surry County Human Resources job posting page, printing the application and e-mailing back to the indicated email, SCJobs@co.surry.nc.us or by contacting Surry County Resources at 336-401-8221. A list of duties and physical demands will be available upon request.

SURRY COUNTY IS A DRUGFREE WORKPLACE/EEO EMPLOYER.

Date Posted: July 3, 2024

Closing Date: Open until filled