

Edgecombe County
Human Services Agency
Department of Social Services
122 E. St. James Street - Tarboro, NC 27886
Personnel Technician III
Fully Qualified Salary: \$34,416
165-18-156

Posted: Internal, NC Works Career Center, Edgecombe County Website, NC Social Services Jobs, Indeed.com

This position reports to the Director. The primary purpose of this position is to provide personnel assistance in identifying, evaluating, and resolving employee relations and work performance problems within the social services agency; to facilitate communication and improve employee relations skills and work performance. This position supervises the recruitment and hiring process and serves on the agency's Executive Management Team. Position serves as Safety Officer for the agency, serves on the County's Safety Committee and on the County's Wellness Program. Position engages in considerable public contact. A valid NC driver's license and access to a passenger vehicle is required. Position will rotate between both the Tarboro and Rocky Mount Offices; however, office location may change based on the needs of the agency.

Knowledge, Skills and Abilities: Ability to interpret, apply and communicate a variety of policies, procedures, and regulations; to exercise sound judgement in gathering and evaluating employee and position information; to establish and maintain effective working relationships with employees, administrative officials, and the general public; to express oneself clearly and concisely in oral and written form; to work independently and to make and defend procedural decisions, to assign and review the work of other technicians and clerical employees (may be required). Considerable knowledge of the personnel policies and procedures, preferably of the program area of assignment and of agency or institution programs and organization; general knowledge of the occupational areas to which assigned and position classification methods and techniques (Position Analysis); some knowledge of staff development and training principles and techniques; ability to communicate effectively before a group (Staff Development).

Education, Training and Experience: Graduation from a four year college or university and two years of technician-level experience directly related to the functional area(s) of assignment including the application and interpretation of policies and procedures or graduation from high school and six years of progressively responsible administrative work including at least one year of technician-level experience directly related to the functional area(s) of assignment including the application and interpretation of policies and procedures.

Special Note: This is a generalized representation of position in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.

Preferences: Prefer applicants with strong computer skills and experience in personnel administration. Knowledge of Microsoft office and bilingual in English and Spanish is a plus.

Application Period: 02/06/2019-Until Filled

Application Process: Applications are available online at www.edgecombcountync.gov. Applications should be returned to Nora Harper, Personnel Assistant at 301 S. Fairview Rd., Rocky Mount, NC 27801. Applications can be picked up at the Social Services office at 301 S. Fairview Rd., Rocky Mount, NC 27801 or downloaded from the County's website. Applicants may also apply through the NC Department of Commerce- Division of Employment Security. Electronic copies, Fax copies, incomplete or unsigned applications will not be considered. **Any transcript(s) of undergraduate and/or graduate degree(s) is required at the time of application. Degrees must be received from appropriately accredited institutions.**

We support a drug free work environment. A pre-employment drug screening and criminal background check is required.

AA/EOE