

RECRUITMENT ANNOUNCEMENT

The County of Surry is accepting applications for a full-time **Human Resources Technician** to work in the Human Resources Department/Payroll & Benefits Division. This position will perform complex duties to assist the Payroll & Benefits Manager in the daily administration of Surry County's payroll and benefits program and will be responsible for all areas of payroll preparation/reporting and benefits in the absence of the Payroll & Benefits Manager. The position will require excellent mathematical, computer, and organizational skills. Work is characterized by its variety, complexity, and requirements for accuracy and confidentiality. Employee must exercise independent judgment, discretion, and initiative in completing assignments and performing/assisting with various payroll duties for 20 County departments and 750 plus employees. The selected employee must be available to work overtime, as needed. Work is performed under the direction of the Assistant County Manager and Payroll & Benefits Manager and in accordance with established payroll and personnel laws and County policies and procedures.

JOB REQUIREMENTS: This position requires graduation from high school and a two-year college degree in business or personnel management and four years' experience in a personnel/payroll related field or an equivalent combination of education and experience. Applicants should have working knowledge of the laws, rules, and regulations which apply to payroll and personnel rules and practices. Knowledge of County personnel policies and procedures is desired. 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 balance monthly reports and statements; 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 65 \$31,704 – 52,356

Applications will be taken at the Employment Security Commission, 541 West Pine Street, Mount Airy, NC (336-786-4169) or at the Human Resources Office, Surry County Government Center (336-401-8221) until filled. A complete list of duties and physical demands will be available for review.

SURRY COUNTY IS A DRUGFREE WORKPLACE/EEO EMPLOYER

Posting Date: May 10, 2018
Closing Date: Open until filled