



SURRY COUNTY HEALTH & NUTRITION CENTER
118 HAMBY ROAD
DOBSON, NORTH CAROLINA 27017

VACANCY ANNOUNCEMENT
SURRY COUNTY HEALTH & NUTRITION CENTER
PERSONNEL TECH I
POSITION NUMBER 545-04-950

SALARY GRADE: 63
SALARY RANGE: \$30,180 - \$49,452
LOCATION: Dobson, NC

Description of Work: Surry County Health & Nutrition Center has an immediate opening for a full-time Personnel Tech I to oversee all confidential personnel activities in the Surry County Health & Nutrition Center and to perform other duties as directed by supervisor. This position is assigned to the Administration Section of the Health & Nutrition Center and is responsible to Leadership Team to assist with special projects. Work involves compiling and gathering all information for interviews and new hire information, completing appropriate paperwork for all personnel issues, training new hires, preparing reports, assisting with budget preparation, conducting exit interviews, maintaining personnel and position files, and performing procedural activities in applying specific personnel procedures and guidelines.

Minimum Education and Experience: Graduation from high school and four years of progressively responsible administrative or clerical work including at least one year of experience in administering a personnel program(s) for a work unit or in a personnel office, preferably related to the area assigned to the position; or graduation from a four-year college or university; or an equivalent combination of training and experience. **Registered as a Notary Public would be preferred.**

Applicants chosen for interviews will go through testing procedures including: 10-Key, Proofreading and basic Excel.

Application Process: To apply, applicants should contact the NC Works Career Center, 541 West Pine St., Suite 300, Mount Airy, NC 27030 or call 336-786-4169 for an application. You may also apply online by visiting the Surry County HR job posting page, printing the application and e-mailing back to the indicated email, SCJobs@co.surry.nc.us or by contacting Surry County Human Resources at 336-401-8221. EOE M/F Surry County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. Surry County is a drug free workplace.

Date Posted: May 3, 2021
Closing Date: May 17, 2021

GOOD HEALTH TO YOU!