**ROBESON COUNTY DEPARTMENT OF SOCIAL SERVICES**

**JOB ANNOUNCEMENT**

**PERSONNEL TECHNICIAN I**

**DESCRIPTION OF DUTIES:** This employee provides administrative support to the Agency Director,

Program Managers, Program Administrators, and Supervisors in the operations of personnel

management. Employee is responsible for processing agency payroll, maintaining personnel and

position files, Family and Medical Leave records, and accident/incident forms as they are submitted,

assisting with the development, planning, and coordination of the agency’s overall personnel

responsibilities. This position is supervised by the Personnel Technician III.

**KNOWLEDGE, SKILLS, AND ABILITIES:** Ability to understand agency, county, and state policies

and procedures; to adapt to sudden changes in the work environment and be flexible in learning new

office procedures; to communicate effectively with superiors, employees, and the general public; to

accurately calculate salaries, travel reimbursements, and leave time; to communicate federal, state,

county, and agency policies as well as new laws and regulations (as they pertain to personnel issues)

effectively to the agency employees; must possess the ability to work under and accommodate various

deadlines.

**MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:** 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.

**APPLICATION PROCESS**: Interested applicants must contact Division of Workforce Solutions (formerly Employment Security Commission) at 289 Corporate Drive Suite B, Lumberton, NC by 5:00 pm on November 5, 2021.  Applicants not referred by DWS will not be considered. PD-107 & copy of college transcript if applicable must be received at DWS in Lumberton by 5pm on November 5, 2021.  A review of qualifications, employment history and criminal history will determine who is selected for the structured interview.  Applicant selected will be scheduled for drug testing.  In-house applicants submit application to Tammy Kitson.

**SALARY RANGE:** $35,915.72 **GRADE:** 67

 **(**In-house salary based on years of service)

**POSTED:** October 22, 2021

**The Robeson County Department of Social Services is an Equal Opportunity/Affirmative Action Employer.**