

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Administration
Personnel Office
Classified, GRADE 7
40 Hour Week

PERSONNEL TECHNICIAN I

GENERAL STATEMENT OF DUTIES: Performs a wide variety of detailed duties related to human resources; performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class are responsible for a variety of duties including filing, record keeping, typing and report preparation; interfacing with applicants for employment; responding to employees with personnel or benefits questions; completing forms or files forms required for insurance purposes. New and difficult assignments may be reviewed for accuracy by a Personnel Technician II or the Director.

ADA REQUIREMENTS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, crouching, reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work; mental acuity is required to make rational decisions through sound logic and deductive processes; the worker is not subject to adverse environmental conditions.

EXAMPLE OF WORK: (Illustrative only)

Assist applicants and new hires in completing forms by providing procedural guidance; review forms for completeness;
Schedule and coordinate appointments for Director and follow up as necessary;
Sort, file and retrieve documents alphabetically, numerically, chronologically or by other categories;
Operate a variety of office machines such as typewriter, calculator, word processor and computer/data entry terminal;
Record information on manual/computerized records, logs, schedules, etc., and update office records with current information;
Type correspondence, various forms, statistical reports and similar materials;
Process personnel transaction forms; insure completion of appropriate forms and documentation.
Explain the County testing and employment process to applicants;
Prepare, process and maintain files for personnel transactions and related documents, including leave requests and attendance records;

Provide information and procedural guidance to applicants and employee inquiries in areas of assigned personnel responsibilities;
Explain benefits and employment policies to new employees;
Prepare memos, letters and general correspondence in support of personnel activities;
Review requests for personnel transactions, securing additional information as necessary;
Process human resource transactions through appropriate channels;
Read and route incoming mail.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good working knowledge of office terminology, procedures and equipment; knowledge of County procedures and policies; ability to make decisions, recognizing established precedents and practices; ability to understand and follow oral and written instructions; knowledge of the methods and techniques for eliciting and disseminating information in a confidential manner; ability to handle the public in a tactful and courteous manner; ability to establish and maintain effective working relationships with employees, coworkers, applicants and County officials; good knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND EDUCATION: Completion of standard high school coursework or G.E.D., supplemented by courses in typing and computer skills and one to three years of related experience; or any equivalent combination of acceptable education and experience, which provide the knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Employee Acknowledgement

Eff. 10/01/07

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