

Title: Human Resources Technician I
Department: Administration
Division/Office: Human Resources Office



Grade 2114; Hourly position; Category: Classified; Job Code: PER1; Rev.:07/01/2021

General Description

The purpose of this position is to perform 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.

This position works under close to general supervision according to set procedures but determines how or when to complete tasks.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Assists applicants and new hires in completing forms by providing procedural guidance; review forms for completeness.
- Schedules and coordinates appointments for Director and follow up as necessary.
- Sorts, files and retrieves documents alphabetically, numerically, chronologically or by other categories.
- Operates a variety of office machines such as typewriter, calculator, word processor and computer/data entry terminal.
- Records information on manual/computerized records, logs, schedules, etc., and update office records with current information.
- Types correspondence, various forms, statistical reports and similar materials.
- Processes personnel transaction forms; insures completion of appropriate forms and documentation.
- Explains the County testing and employment process to applicants.
- Prepares, processes, and maintains files for personnel transactions and related documents, including leave requests and attendance records.
- Provides information and procedural guidance to applicants and employee inquiries in areas of assigned personnel responsibilities.
- Explains benefits and employment policies to new employees.
- Prepares memos, letters and general correspondence in support of personnel activities.
- Reviews requests for personnel transactions, securing additional information as necessary.
- Reads and routes incoming mail.
- Performs related work as required.

Minimum Education and Experience Requirements:

High School diploma or GED equivalent supplemented by specialized courses/training equivalent to completion of one (1) year of college and three (3) years of clerical experience or any equivalent combination of education and experience.

Additional Requirements:

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

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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.

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.

Americans with Disabilities Act 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 fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement