



## Human Resources Technician

### Human Resources

HR/5-195

#### JOB SUMMARY

This position provides technical support for a variety of human resources functions.

#### MAJOR DUTIES

1. Answers telephone and greets visitors; provides information and assistance to employees, retirees, job applicants, and the general public.
2. Processes employment verifications.
3. Handles filing of various documents and personnel records.
4. Converts hard copy documents into electronic format.
5. Sorts and distributes incoming mail.
6. Sends and receives faxes.
7. Performs other related duties as assigned.

#### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of standard human resources practices.
2. Knowledge of state and federal laws and regulations related to human resources.
3. Knowledge of computers and job-related software programs.
4. Knowledge of county hiring processes and procedures.
5. Skill in public and interpersonal relations.
6. Skill in researching and preparing reports.
7. Skill in oral and written communication.

#### SUPERVISORY CONTROLS

The Human Resources Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

#### GUIDELINES

Guidelines include county personnel policies, wage and hour law, standard operating procedures, and other state or federal laws relative to human resources. These guidelines require judgment, selection, and interpretation in application.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of related technical duties. Frequent interruptions and strict deadlines contribute to the complexity of the position.
- The purpose of this position is to provide technical support for the county's human resources activities. Success in this position contributes to the efficiency and effectiveness of department operations.

#### CONTACTS

- Contacts are typically with co-workers, job applicants, benefits vendors, workers' compensation vendors, and members of the general public.
- Contacts are typically to give or exchange information, resolve problem, and provide services.

#### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

#### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

#### **SPECIAL CERTIFICATIONS AND LICENSES**

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

#### **ADA COMPLIANCE**

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

#### **HIPAA COMPLIANCE**

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

#### **DRUG AND ALCOHOL COMPLIANCE**

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

#### **MINIMUM QUALIFICATIONS**

- Ability to read, write and perform mathematical calculations at a level commonly associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia.