



JOB OPENING

Troup County Government

Position: Human Resources Specialist	Department: Human Resources	Salary: \$20.72/Hr
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Under general supervision and instruction this position is responsible for providing a wide range of specialized support for the functions of the Human Resources Department.

Qualifications/Knowledge:

- ⇒ High school diploma or GED, current valid driver's license
- ⇒ Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with having had a similar position for at least two to three years
- ⇒ Experience in working in a Human Resources environment and local government is preferred
- ⇒ Ability to speak effectively and give presentations before groups
- ⇒ Must have a high level of interpersonal skills to handle confidential situations and documentation
- ⇒ Knowledge of modern office practices and procedures; skill in the maintenance of files and records
- ⇒ Knowledge of county and departmental policies and procedures; knowledge of employment laws
- ⇒ Knowledge of computers and job-related software programs (Microsoft Office Word, Excel, PowerPoint and Outlook)
- ⇒ Knowledge of customer service principles; skill in providing excellent customer service
- ⇒ Knowledge of FMLA processes and laws; knowledge of employee benefits administration principles
- ⇒ Skill in prioritizing multiple projects and organizing work; must be able to work independently
- ⇒ Skill in the use of such office equipment as a computer, scanner, fax machine and copier
- ⇒ Skill in oral and written communication; excellent verbal, written and telephone skills

Essential Duties and Responsibilities:

- ⇒ Answers and screens calls; refers to the appropriate personnel; greets visitors and provides information and assistance; responds independently when possible; verifies employment by phone; completes employment verification written requests
- ⇒ Assists with preparing and posting job announcements to recruiting websites and agencies; updates job descriptions as needed; assists with processing on-line employment applications and checks them for accuracy
- ⇒ Processes new hires; requests background checks; schedules drug tests; prepares correspondence; conducts new hire orientations; prepares and distributes new hire packets
- ⇒ Interprets and explains Human Resources Policies and Procedures to employees and supervisors; assists employees with the completion of tax forms, direct deposit forms and insurance forms
- ⇒ Maintains/updates employee files; scans documents into Lasher fiche; files hard copies; maintains files for storage
- ⇒ Enters and tracks data related to drug tests, employee drivers' licenses, workers' compensation accidents, etc
- ⇒ Schedules post-accident and workers' compensation injury related drug tests and schedules follow-up doctor appointments; processes workers' compensation claims and maintains related records
- ⇒ Edits & distributes monthly Drug & Alcohol Newsletter; sends active employee lists to EAP quarterly
- ⇒ Coordinates and presents the employee of the month and the employee of the year awards for "The Richard English, Jr. Strongest Link Award of Excellence Program" and the Employee Service Award Program; writes scripts and prepares database
- ⇒ Gathers and copies information from personnel files and other sources for Open Records Requests
- ⇒ Prepares reports for monthly performance appraisals, enters information into the computerized database, notifies supervisors of past due appraisals; assures all performance appraisals are received by the deadline each year
- ⇒ Assists with writing and mailing receipts for insurance payments and sends letters for late payments; assists payroll with the reconciliation of employee insurance deductions for payment
- ⇒ Assists with payroll and benefits functions; assists with entering employee changes into the payroll system and reviews for accuracy
- ⇒ Assists the Human Resources Director with requests for Retirement estimates from Pension Services
- ⇒ Processes and prepares FMLA paperwork and maintains FMLA log
- ⇒ Assists Human Resources Director with the quarterly random selection process for drug and alcohol testing
- ⇒ Assists with maintaining office supply inventory and orders office supplies as needed; coordinates the maintenance of office equipment
- ⇒ Performs all other related duties as assigned

Employment Applications will be accepted Until Filled on Troup County's website @ www.troupcountyga.gov

Job #: 03292022 Human Resources Specialist

Grade 16

Valerie P. Heard

Valerie P. Heard, Human Resources Director

Eric Mosley

Eric Mosley, County Manager

Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace