

CITY OF PERRY, GEORGIA

JOB ANNOUNCEMENT

POSITION OPENING: 20-30 **Post Dates:** 1/27/20 – 2/14/20

Classification Title: Personnel Technician

Salary Range: \$35,900 - \$50,375

Location: Office of the City Manager – Human Resources

Term of Appointment: Full-time/Regular

Probationary Period: 12 months

GENERAL NATURE OF WORK:

Performs routine clerical work in the compilation and maintenance of personnel records. Records may include promotions, discharges, wage scales, training records, and salaries. May also be responsible for conducting orientation session with new employees. Performs duties in the preparation of payroll and required reports.

EXAMPLES OF TASKS:

- Processes payroll systems data.
- Maintains personnel records.
- Processes workers' compensation claims.
- Maintains benefit records and provides information related to benefits.
- Processes posting and advertising for vacant positions.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or GED equivalent required.
- Ability to speak, read and write in business English.
- One to two years' experience in personnel/human resources and/or payroll processing job or assignments is desired.
- Ability to use current office/human resources/payroll software.
- Ability to listen.
- Experience assisting a diverse work force.
- Ability to effectively interact with internal and external customers.
- Ability to multi-task.

This position requires pre-employment and post-accident drug testing.

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AND A CERTIFIED DRUG FREE WORKPLACE**