

Edgecombe County  
Human Services Agency  
Department of Social Services  
122 E. St. James Street - Tarboro, NC 27886

**Personnel Technician III**  
**Position Number: 165-16-052**

This position reports to the agency Director and assists the Director in a personnel role and is an integral part of the daily operations of the agency. The position serves as liaison for DSS between County HR and other departmental staff in the area of personnel. Position posts vacancy announcements and assists in the recruitment of job applicants to fill positions. Position schedules, coordinates, and participates in job interviews, conduct annual LEP and Civil Rights training for all staff and conduct bloodborne pathogens training for identified positions. Position also serves as employee relations officer, processes personnel action forms and assists with the development of policies, procedures, and regulations as it relates to agency personnel. This position is a member of the agency's Executive Management Team and serves as Safety Officer for the agency, serves on the County's Safety Committee and on the County's Wellness Program Committee. Position engages in considerable public contact. A valid NC driver's license and access to a passenger vehicle is required. Position will rotate between both the Tarboro and Rocky Mount Offices as necessary. Office location may change based on the needs of the agency.

**Knowledge, Skills and Abilities:** Ability to interpret, apply and communicate a variety of policies, procedures, and regulations; to exercise sound judgement in gathering and evaluating employee and position information; to establish and maintain effective working relationships with employees, administrative officials, and the general public; to express oneself clearly and concisely in oral and written form; to work independently and to make and defend procedural decisions, to assign and review the work of other technicians and clerical employees (may be required). Considerable knowledge of personnel policies and procedures; general knowledge of the occupational areas to which assigned and position classification methods and techniques (Position Analysis); some knowledge of staff development and training principles and techniques; ability to communicate effectively before a group (Staff Development).

**Education, Training and Experience:** Graduation from a four year college or university and two years of technician-level experience directly related to the functional area(s) of assignment including the application and interpretation of policies and procedures or graduation from high school and six years of progressively responsible administrative work including at least one year of technician-level experience directly related to the functional area(s) of assignment including the application and interpretation of policies and procedures.

Special Note: This is a generalized representation of position in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class but may not be applicable to all positions.

**Salary Range:** \$34,233.00 or possibly higher depending on experience and credentials. Compensation for full-time employees include excellent benefits that total over \$9,000.00 annually.

[\*\*Apply for this position\*\*](#)

**Transcript(s) of undergraduate and/or graduate degree(s) is required at the time of interview. Degrees must be received from appropriately accredited institutions.**

Preferences: Prefer applicants with strong computer skills and/or knowledge of State Network Systems, NC FAST, imaging programs and Windows software including Microsoft Word. Bilingual applicants (English/Spanish) encouraged to apply. **We support a drug free work environment. A pre-employment drug screening and criminal background check is required.**

AA/EOE