

Employment Opportunity

The County of Grayson is offering a position for a Human Resource Technician within the office of the County Administrator. The Human Resource technician – Payroll position will be responsible for processing payroll, maintaining leave records, preparing, and processing personnel records and files, assisting applicants, assisting employees with enrollment and payroll questions, preparing W-2's, 941's and 1095's. Thorough knowledge of personnel practices and procedures, thorough knowledge of personnel rules and regulations; ability to communicate ideas effectively in both oral and written formats. Please submit your application to the Grayson County Administrator's Office, PO Box 217, Independence, VA 24348. Deadline for submitting application is March 22, 2024, at 4pm. The position will remain open until filled. Salary-DOQ&E. Please direct questions to the Grayson County Administration Office at 276-773-2471. Visit our website for a full job description at www.graysoncountyva.gov. Grayson County is an Equal Opportunity Employer.

HUMAN RESOURCES TECHNICIAN - PAYROLL

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate technical and clerical work assisting with the administration of human resources programs; does related work as required. Work is performed under the regular supervision of the Human Resources Director.

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 reaching, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Processing payroll; maintaining leave records; preparing and processing personnel records and files; assisting applicants; assisting employees with enrollment and payroll questions; preparing, maintaining and submitting various human resources related reports and documents.

Calculates payroll; checks timesheets for accuracy; enters payroll data;

Maintains leave accrual and overtime records; compiles leave reports;

Maintains human resources records and files; prepares a variety monthly and quarterly reports;

Provide auditors with requested payroll documents;

Tracks part time employees hours in accordance with federal regulations;

Handles confidential personnel data in accordance with statutory requirements;

Prepares various reports on health and wellness requirements and related matters;

Provides clerical support to professional staff; gathers data from files and other sources;

Helps complete special projects as assigned;

Assist with the preparation and maintenance of the employee handbook;

Assist with the updating of the County's Policy and Procedures Manual;

Coordinates the Employee Development Program; prepares, distributes and collect related forms; schedules employee training;

Compiles information and prepares edits and distributes quarterly newsletter;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of personnel practices and procedures; thorough knowledge of personnel rules and regulations; thorough knowledge of fringe benefits programs and of the rules and regulations governing them; thorough knowledge of regulations regarding the release of employee files; ability to make arithmetic calculations with speed and accuracy; ability to present ideas effectively, both orally and in writing; ability to establish and maintain effective working relationships with officials and associates; skill in the use of office equipment; ability to apply established policies, practices and procedures.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in human resources management, public administration or related field and considerable human resources experience.