



COUNTY OF NYE

CLASS TITLE: *Personnel Technician*

BASIC FUNCTION:

Under general supervision, this position performs a variety of specialized clerical and technical duties in support of the County's recruiting and staffing functions; provides information and assistance to employees and the general public; performs a variety of technical tasks related to assigned areas of responsibility. **This position is classified as "confidential" under NRS 288.**

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Performs paraprofessional and clerical support duties to maintain employment personnel, training, and centralized confidential files and records.
2. Receive, verify, organize and process documents related to employment; create new employee files, maintain records required by federal, state and county records retention regulations.
3. Collect and forward work-related accident and injury reports to the HR Generalist I for review and follow-up.
4. Processes personnel payroll actions; provides or receives additional information necessary to maintain employee data in the County's HR/Payroll system; verifies salary changes are consistent with policies and collective bargaining agreements; Provides information and general assistance to county staff and the public; answers questions and provides information regarding recruitment, staffing, personnel actions, employee records, seniority and related matters, referring more complex issues to senior staff.
5. Ensure that training materials are prepared in final form and copied for participants, tracking participation, coordinating schedules with trainers, and securing/preparing facilities and equipment.
6. Prepares correspondence and memorandums in support of human resources functions.
7. Verifies and reviews materials for accuracy, completeness and conformance with established regulations and procedures; maintains records of employee performance evaluations completed; and notifies managers when performance evaluations are due.
8. Examines files and documents to provide the senior staff information needed to address a concern, issue or problem.
9. Coordinate office activities and schedules; develop and recommend office procedures and systems; and ensure efficient operation.

10. Performs preliminary screening of employment applications for accuracy, completeness and qualifications and forwards applications to department head.
11. Places employment ads with variety of media and recruiting websites; ensures ads are distributed via email county wide; creates requisitions for ads and obtains Department head approval.
12. Creates requisitions and processes payments for department related bills.
13. Administers pre-employment drug screens for employment candidates.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: High School diploma or general education degree (GED); and 3-5 years progressively responsible administrative / secretarial experience which included use of word processing, spreadsheet and data base management software and which required the application of detailed regulations and procedures.

Knowledge of & Ability to:

Rules, regulations, policies and procedures and collective bargaining agreements typically administered by human resource department; Modern office practices including records retention and filing; English grammar and spelling; Detailed provisions typically found in Health Benefits Plans. Ability to communicate effectively verbally and in writing; Comprehend and follow written and verbal directions; Prepare clear concise correspondence using correct grammar, spelling and punctuation; Use sound judgment in applying established guidelines to solve work problems; Work independently and use initiative; Establish and maintain comprehensive filing system; Establish and maintain effective working relationships with those contacted in the course of work; Deal courteously and professionally with the public;

LICENSES:

Valid Nevada driver's license required within two weeks.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Not applicable.

CONTACTS:

HR Director/Manager, Finance Director, Department Managers – All, County Manager, Elected Officials and Commissioners; Department Heads and Supervisors, Co-workers and other Department Personnel.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination and vision to perform workplace inspections; move from place to place within the office and other work sites; walk, stand, sit or drive for prolonged periods of time; handle files, stacks of paper, safety equipment and other materials; and occasionally lifting of items up to 25 pounds.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Work is performed in a standard office environment and various indoor and outdoor off-site locations.