
EMPLOYMENT OPPORTUNITY

CLARKE COUNTY

Clarke County Department of Personnel
P. O. BOX 548
Grove Hill, AL 36451

Clarke County, Alabama is an Equal Opportunity Employer.

PERSONNEL MANAGER

Deadline to apply: 05/29/2018

Salary Range: \$17.10 - \$20.84 (based upon experience)

Department:

Commission

Job Summary:

Under the general oversight of the County Administrator the employee acts as personnel officer for the County. The employee provides management of the personnel function and serves as a resource and reference for elected officials, department heads, and employees relative to County personnel practices. The manager ensures that the County maintains practices consistent with current laws and guidelines, and communicates those laws and guidelines to county employees. The employee also ensures that all county personnel policies and procedures are up to date and implemented. The employee evaluates personnel policies and recommends modifications as necessary. The employee prepares payroll and manages benefit functions for the County. The employee collects time records and prepares payroll, distributes paychecks and prepares all paperwork for employees' taxes. The employee collects and pays all employee insurance, retirement funds, and files worker's compensation paperwork.

SEND INQUIRES TO: **Alabama Career Center**
3090 Highway 43 North
Jackson, Alabama 36545
251-246-2453