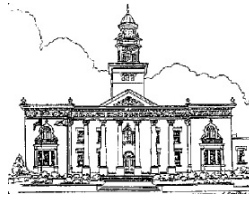


# LEE COUNTY COMMISSION

**Chairman**  
Bill English, *Probate Judge*  
Mailing Address:  
P.O. Box 666  
Opelika, AL 36803-0666  
(334) 737-3660



**Members**  
Sheila H. Eckman, District 1  
Johnny Lawrence, District 2  
Gary D. Long, District 3  
Robert Ham, District 4  
John Andrew Harris, District 5

Lee County, Alabama Est. 1866

## Position Announcement #ENG 8-18-29 Human Resources Technician Closing Date: September 12, 2018

DEPARTMENT: Highway Department

STATUS: Full-time/ Non-Exempt

PAY GRADE: 10

STARTING ANNUAL SALARY RANGE: \$29,889.60 – 31,720.00

SCOPE: This position is responsible for performing technical and administrative duties in support of the human resources function within departments under the County Engineer.

REQUIRED HOURS OF AVAILABILITY: 7:00 am-3:30pm; Monday through Friday

### EXAMPLES OF DUTIES PERFORMED:

- Verifies leave time taken with balances and sends monthly report of balances to supervisors; communicates with supervisors to resolve discrepancies with payroll timesheets; calculates employee timesheets and/or assists with the automated timekeeping system.
- Answers telephone and greets job applicants; provides basic information and assistance; refers to appropriate personnel as needed.
- Assists with scheduling and conducting of interviews, conducting background and reference checks.
- Assists with organizing and conducting employee new hire orientations.
- Assists county employees in completing various personnel forms.
- Assists departments with FMLA requests and maintains the status of each employee on leave.
- Assists departments with Workmen's Compensation reporting and claims processing particularly incident reports; maintains all related documentation.
- Assists with the scheduling of random, post-accident, pre-employment and return to work drug and alcohol screenings; monitoring of results and file maintenance.
- Maintains updated log and monitors performance evaluations due.
- Assists the Commission Office with documents related to each employee in the respective master file and ensures confidentiality requirements are met; maintains I-9 documentation and filing system.
- Assists Highway Administrator with special projects as assigned.
- Responds to citizens' questions and comments in a courteous and timely manner.
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities. Performs other related duties as assigned.

### SUMMARY OF QUALIFICATIONS:

- Knowledge of county and department personnel policies and procedures.
- Knowledge of modern office practices and procedures and equipment.
- Knowledge of job related software programs.
- Knowledge of FMLA regulations and procedures.
- Knowledge of basic workmen's compensation regulations and procedures.
- Knowledge of standard payroll practices and procedures.
- Ability to handle confidential information with tact and discretion.
- Skill in operating such office equipment as a computer, calculator, typewriter, copier, and facsimile machine.
- Skill in report preparation and records maintenance.
- Skill in the completion of basic mathematical calculations.
- Skill in writing business correspondence.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.

Applicants should apply at the Alabama State Employment Office or the Lee County Commission Office Monday through Friday, between the hours of 8:30 AM and 4:30 PM. Previous applicants should reapply.

For more information visit: [www.leeco.us](http://www.leeco.us)  
Lee County is an Equal Opportunity Employer