

**Warren County Human Resources**  
**602 West Ridgeway Street**  
**P.O. Box 619**  
**Warrenton, NC 27589**



**Monday - Friday 8:30am to 5:00pm**  
**Telephone: (252) 257-3574**  
**Facsimile: (252) 257-5971**  
**www.warrencountync.com**

## **EMPLOYMENT OPPORTUNITY**

### **WARREN COUNTY**

### **HUMAN RESOURCES**

**POSITION:** Human Resources Technician

**DUTIES:** Provides technical & administrative support within the Human Resources Department; conducts new hire orientation, reference & background checks; places position advertisements in newspapers, websites & bulletin boards; assists with screening applications; contacts applicants to schedule interviews; coordinates the alcohol & drug testing program; prepares & tracks employee status sheets & performance evaluation forms; assists with the benefits open enrollment process & the employee service awards program; responds to questions from employees & applicants on personnel policies/procedures; prepares letters and memorandums; creates and maintains personnel files; performs related duties as required.

**EDUCATION/EXPERIENCE:** Any combination of education & experience equivalent to graduation from high school & considerable administrative experience, including some human resources experience. Preference will be given to candidates with an associate's degree in Business Administration, Office Administration, Human Resources Management or related field.

**SALARY:** \$30,493 - \$47,264 annually

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Warren County applications will be accepted **Until Filled** at the Division of Workforce Solutions (formerly the Employment Security Commission), 210 West Ridgeway Street, Warrenton, North Carolina 27589 or at the Warren County Human Resources Department, 602 W. Ridgeway Street, Warrenton, NC. Applications are available at [www.warrencountync.com](http://www.warrencountync.com).

*Warren County is a drug free workplace. Positions designated (\*) as Safety Sensitive require pre-employment drug testing. In compliance with the Immigration Reform and Control Act of 1986, Warren County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.*

**Warren County is an Equal Opportunity Employer**