

**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 Assistant Manager

**DUTIES:** Provides support and assistance to the Human Resources Manager; serves in the absence of the Human Resources Manager; Places position advertisements in newspapers, websites and bulletin boards. Coordinates with Employment Security Commission (ESC) Office on advertising vacant positions, the receipt of employment applications, and the employment selection decision. Assists with screening applications and forwards applications to Departments. Consults with employees and management; advises employees and management on all areas of human resource management; Resolves complex, sensitive and controversial problems involving all aspects of public personnel administration; when needed, consults with Human Resources Manager in resolution of problems; Develops and recommends complex periodic reports and analysis such as reports on human resource management, operational and administrative activities, performance indicators and workload indicators for the department and organization; Mediates personnel issues and coaches, trains and mentors' staff to attain individual potential and effective management and operational results; Leads and oversees employee resources groups; Serves on teams focused on human resource management and new programs throughout the organization; Schedules conference rooms for interviews and meetings. Contacts applicants to schedule interviews. Conducts new hire orientation for temporary, part-time employees. Coordinates the alcohol and drug testing program. Compiles benefits packets for new hires. Prepares offer letters and makes copies of credentials for new hires. Prepares non-selected letters for applicants. Provides employment verifications. Tracks employee status sheets and performance evaluation forms. Performs other duties as assigned.

**EDUCATION/EXPERIENCE:** Any combination of education and experience equivalent to graduation from an accredited college or university with a bachelor's degree in personnel management, public or business administration, organizational psychology or a closely related field with at least 5 years' experience in HR administration and/or personnel management.

**SALARY:** \$45,052 - \$69,830 annually

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Warren County applications will be accepted **Until June 9, 2023** 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**

**TDD 1-800-735-2962**