

# BOARD OF COMMISSIONERS

## LIBERTY COUNTY

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DISTRICT 3

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DISTRICT 6  
**JOSEPH W. BROWN**  
COUNTY ADMINISTRATOR

### JOB ANNOUNCEMENT

#### **HUMAN RESOURCES TECHNICIAN**

**Administration**  
**(Part-time)**

The Liberty County Board of Commissioners is currently accepting applications for a part-time **Human Resources Technician** within the Administration department. This position provides administrative and technical support for the county's human resources functions. Major duties of this position are to: process new employees, assist with recruitment and hiring, conduct pre-employment screenings, assist in administering the county's benefit plans, coordinate the annual open enrollment period, and assist in managing the employee wellness program. Will also assist with processing workers compensation and FMLA paperwork. Plus other related duties as assigned.

The successful candidate will possess strong customer service and communication skills and be proficient in Microsoft Excel and Word. Must be able to engage with the public, staff and other officials in a professional manner. Must be able to handle confidential matters with appropriate discretion. Knowledge of federal, state and local employment laws and regulations is required. Applicants should possess an Associate's degree in a course of study related to the occupational field required or its equivalent, and have two or more years of related experience.

This is a part-time position working 30 hours a week. Pay grade 14A (\$17.65/hour)

Employment applications may be obtained at the Board of Commissioners Office, 112 North Main St., Room #2200, Hinesville, GA; or online at [www.libertycountyga.com](http://www.libertycountyga.com) (under Quick Links: Employment) and must be returned to that office no later than **5:00 P.M., September 24, 2019**. Selected applicants will be notified.

Liberty County Board of Commissioners is an equal opportunity employer.

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