



TYRRELL COUNTY GOVERNMENT

P.O. BOX 449
108 SOUTH WATER STREET
COLUMBIA, NC 27925

PHONE: 252.796.1371
FAX: 252.796.1188

JOB OPENING

HUMAN RESOURCES BENEFITS SPECIALIST

Job Requirements:

The Human Resources Benefits Specialist performs professional and administrative work in managing the human resources systems in the County Finance Office. Work includes, plans, organizes, develops, and implements a variety of human resource management programs. Work includes developing policies and programs, and planning for the implementation of personnel practices with management and employees. Functions include benefit administration, compensation, employee relations, training and development, recruitment and selection, benefits, payroll, policy development and personnel records management. Work requires an understanding of organization development, human behavior, the laws and regulations affecting the human resources management field, considerable judgement and initiative in the development and policy interpretation and application, and sound judgement in maintaining confidentiality regarding personnel actions. Work is performed under the supervision of the County Manager and is evaluated by discussion, reports, observation, and feedback from managers and employees. Performs related work as required. Graduation from an accredited college or university with major course work in human resources administration, business or public administration, or related field and previous human resources experience in the area of benefits administration. Three years of relevant experience in public sector preferred including NC Retirement System or an equivalent combination of education and experience.

Hours of Work:

Work week is traditionally 35 hours. This position is salary commensurate with flex time options.

Application Process:

Applicants for this position should complete the Tyrrell County job application and submit it to: Terry Somers, Tyrrell County Government, PO Box 449, Columbia, NC 27925. The application is located on the County's web site at www.tyrrellcounty.org or may be obtained by contacting the County Finance Office at 252.796.1371 or 108 South Water Street, Columbia, NC. Equal Opportunity Employer/ADA/Equal Access.