

POSITION AVAILABLE

HUMAN RESOURCES TECHNICIAN

The County of Amelia is accepting applications for a full-time salaried position of Human Resources Technician. Responsibilities of this position include, but are not limited to, planning, organizing, and developing human resources programs, administering classification and compensation and employee benefits programs, overseeing recruitment activities, maintaining records and files, and performing related work as apparent. Applications will be accepted until the role is filled. The County of Amelia Employment Application is available on ameliacova.com or at the County Administration Office located at 16360 Dunn Street, Suite 101 Amelia, VA 23002. All applications and supplemental materials can be dropped off at the County Administration Office or completed and emailed to holly.steele@ameliacova.com. For further information, please call Holly Steele at (804)561-3039. Amelia County is an EOE. Drug testing and background check required. For complete job description, please visit ameliacova.com.

Pay Band = \$43,824 - \$58,282