



TRI-COUNTY COMMUNITY COUNCIL, INC.  
302 North Oklahoma Street; P.O. Box 1210  
Bonifay, Florida 32425



## JOB ANNOUNCEMENTS

Tri-County Community Council, Inc., is accepting applications for the following position:

### **Bonifay Admin Office– Personnel Technician**

**Benefits Include:** Health Insurance, Life Insurance, Group Vision and Dental Insurance, 403(b) Pension Plan (agency match up to 5%), Sick Leave, Annual Leave, 11 Paid Holidays

Applications may be obtained from any Tri-County Community Council office, HS Center, or online at [www.tricountycommunitycouncil.com](http://www.tricountycommunitycouncil.com).

This position will remain open until filled.

For more information call Cameron, Administrative Coordinator at (850) 547-3689.

Only qualified applicants will be considered.

Successful applicant will be subject to pre-employment drug test.

**EQUAL OPPORTUNITY EMPLOYER AND DRUG AND SMOKE FREE  
WORKPLACE.**



## **Tri-County Community Council, Inc.**

### **Job Description**

**Prepared By:**  
**Job Title:** Personnel Technician  
**Department:** Administration  
**Reports To:** Human Resource Director  
**FLSA Status:** Non-Exempt  
**Prepared Date:** October 2023  
**Approved By:** Executive Director  
**Approved Date:** October 2023  
**Salary Level:**

#### **SUMMARY**

Assist with recruiting and staffing, onboarding process, maintenance of personnel files; maintain spreadsheet with personnel data; assist in operation of the administrative office.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Understand the confidentiality of personnel issues.

Assist with orientation process for new employees.

Perform Level II background screening for all employees ensuring compliance with Department regulations.

Maintain and update employee personnel files.

Maintain up-to-date Employee Roster (list of employees, address, phone number, date of birth); monitor and request updated documentation such as driver license; physicals; backgrounds, etc.

Post Job Ads various sources; update as needed

Communicate with applicants providing pertinent information.

Assist with unemployment response forms and issues.

Prepare & submit personnel related invoices for payment.

Compile data in performance of routine clerical duties to maintain business records and reports.

Assist with the various monitoring visits.

File documents and maintain filing system for administration office as directed.

Assist receptionist as needed with greeting visitors; answering phone; taking messages; receiving incoming monies; mail distribution, etc.

Attend meetings, workshops and seminars that will enhance job performance.

Understand and respect the Chain of Command.

Perform any other duties as assigned by supervisor in keeping with the best interests of the agency.

**SUPERVISOR RESPONSIBILITIES** This job has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

One-year certificate from college or technical school; or one year related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before group of customers or employees of organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variable in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral or schedule form.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Current driver's license and proof of proper vehicle insurance coverage; comply with background screening. Must be able to type and operate calculator, copier, and fax machine. Must be proficient with Excel spreadsheets.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job included close vision, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.