



TOWN OF COLLIERVILLE POSITION VACANCY

OPEN TO: General Public

TITLE: Human Resources Technician

LOCATION: Human Resources

OPENING DATE: December 1, 2017

CLOSING DATE: January 25, 2018

JOB NUMBER: JN17-63HR

CLASS CODE: 0310

SALARY RANGE: \$27,848 (DOQ) with *excellent benefits package*

FLSA STATUS: Non-exempt

PRIMARY FUNCTION: This is specialized and complex office work assisting employees and the professional staff in the Human Resources Department.

QUALIFICATIONS: Requires an Associate Degree in Business Administration, Public Administration, Human Resources or a related field; supplemented by two (2) years previous experience in employee program administration, which may include benefit administration or related areas, or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job.

SPECIAL REQUISITES: Bachelor's degree in Business Administration, Public Administration or Human Resources preferred. Must have excellent computer skills using word-processing and spreadsheet software. Two years' experience in working with personnel/benefits with special emphasis on insurance (i.e. claims, filing, benefit's coordination/administration) and experience with workers' compensation and/or safety issues highly desired.

LICENSES: Valid driver's license required at time of hire.

Selection process may include: examinations, interviews, assessment centers, practical skills, etc. Drug testing may be required.

WE REGRET WE ARE UNABLE TO ANSWER ALL INQUIRIES. WE WILL ONLY NOTIFY CANDIDATES SELECTED FOR TESTING OR INTERVIEWS.

APPLY: Submit an original Town of Collierville application to the following address:

Human Resources
500 Poplar View Parkway
Collierville, TN 38017

Applications are available to download at www.collierville.com under Employment Opportunities, or you may obtain one from our Human Resources Office. Applications must be submitted either by mail or in person to the above address. The Human Resources Office is open Monday – Friday, from 8 a.m. – 5 p.m. We are unable to accept faxed or emailed applications

NOTES: Please submit a new application each time you apply for a Town job. Pursuant to Tennessee open records law, applications and resumes are subject to disclosure.

THE TOWN OF COLLIERVILLE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE IN HIRING. MINORITIES, WOMEN AND DISABLED ARE ENCOURAGED TO APPLY. IF YOU HAVE A DISABILITY AND REQUIRE SPECIAL ACCOMMODATIONS DURING THE SELECTION PROCESS, PLEASE NOTIFY THE HUMAN RESOURCES OFFICE AT (901) 457-2290. THE TOWN OF COLLIERVILLE IS A DRUG FREE WORK PLACE.