

Pike County, GA Government

Human Resources – Pike County is seeking a motivated, qualified individual for a full-time position that oversees Human Resources (including payroll, risk management and insurance/benefits). This position demands a high level of confidentiality, strong organizational and communication skills, high degree of accuracy and attention to detail, and excellent time management skills. Successful candidate must be proficient in customer service, dependable, have a working knowledge of computerized payroll/accounting systems (CSI or comparable), adept at word and data processing, provide clerical support and willingness to cross-train for other office personnel. Reports to County Manager. Previous experience in human resources, payroll, and risk management is preferred but not required. County provides excellent benefit package; salary commensurate with experience.

A full copy of the job description, along with required application, are available at the County Commissioners Office, 331 Thomaston Street, Zebulon, GA 30295, or download the application from the website, www.pikecoga.com. Deadline for receipt of applications is close of business Friday, January 22, 2021. ***Pike County is an Equal Opportunity Employer, Drug-free Work Place and requires high school diploma or GED equivalent, valid Georgia driver's license and satisfactory motor vehicle record.*** The omission of specific statements or duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. These job descriptions do not constitute employment agreements and are subject to change by the employer as the needs of the employer and requirements of the job change.