



JOB OPENING

Troup County Government

Position:	Department:	Salary:
Human Resources Specialist	Human Resources	\$22.18/Hr

Under general supervision and instruction this position is responsible for providing a wide range of specialized support for the functions of the Human Resources Department to include Worker's Compensation and FMLA processes and Records Management. Also serves as backup to the Administrative Assistant as needed.

Qualifications/Knowledge:

- ⇒ High school diploma or GED, current valid driver's license
- ⇒ Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with having had a similar position for at least two to three years
- ⇒ Experience working in Human Resources and/or local government is preferred
- ⇒ Ability to speak effectively and give presentations before groups
- ⇒ Must have a high level of interpersonal skills to handle confidential situations and documentation
- ⇒ Knowledge of Worker's Compensation and FMLA processes and laws; knowledge of employee benefits administration principles
- ⇒ Knowledge of county and departmental policies and procedures; knowledge of employment laws
- ⇒ Knowledge of modern office practices and procedures; skill in the maintenance of files and records
- ⇒ Knowledge of computers and job-related software programs (Microsoft Office Word, Excel, Power Point and Outlook)
- ⇒ Skill in prioritizing multiple projects and organizing work; must be able to work independently
- ⇒ Skill in the use of such office equipment such as a computer, scanner, fax machine and copier
- ⇒ Skill in oral and written communication; excellent verbal, written, telephone and customer service skills

Essential Duties and Responsibilities:

- ⇒ Answers phone and screens calls; refers to the appropriate personnel; greets visitors and provides information and assistance; responds independently when possible; verifies employment via phone; completes written employment verification requests
- ⇒ Point of contact for Worker's Compensation accidents; schedules post-accident tests and Worker's Compensation injury related tests; schedules initial and follow-up doctor appointments and maintains related records; prepares Worker's Compensation Claims and corresponds with Claims Examiners; enters and tracks data related to testing and Worker's Compensation accidents
- ⇒ Interprets and explains policies and procedures to employees and supervisors; assists employees with the completion of tax forms, direct deposit forms and insurance forms; gathers Human Resources data and prepares County Manager monthly report
- ⇒ Maintains/updates employee files including medical files; scans documents into Laserfiche and files hard copies; prepares files for storage and retrieve files from storage
- ⇒ Assists the HR Generalist with the coordination and presentation of the Employee Service Awards Program and The Strongest Link Awards Program; writes scripts, prepares database and enters into the Board of Commissioners Agenda Software
- ⇒ Prepares and distributes monthly performance appraisals reports to supervisors; enters appraisal scores into the computer database; tracks all past due appraisals and notifies the supervisor; ensures all performance appraisals are received by the deadline each year
- ⇒ Assists with writing and mailing receipts for retiree insurance payments; prepares and sends letters for delinquent payments; forwards payments to the Finance Department for the bank deposit
- ⇒ Works in collaboration with the HR Generalist to explain the FMLA processes, prepares related paperwork and maintains the FMLA Log
- ⇒ Assists with new hire processes; requests background checks; schedules pre-employment tests; prepares correspondence; conducts new hire orientation; assists with coordinating and/or conducting new hire benefits orientation
- ⇒ Assists with maintaining office supply inventory and orders office supplies as needed; obtains purchase orders and processes invoices for payment; coordinates the maintenance of office equipment
- ⇒ Assists with preparing and posting job announcements to websites; distributes job announcements and updates job descriptions
- ⇒ Performs all other related duties as assigned

Employment Applications will be accepted Until Filled on Troup County's website @ www.troupcountyga.gov

Job #: 07012026 Human Resources Specialist

Grade 14

Valerie P. Heard

Valerie P. Heard, Human Resources Director

Eric Mosley

Eric Mosley, County Manager

Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace

07/01/2026