

**Please Post**  
21 January, 2022

**NOTICE OF VACANCY**

TITLE: Senior Personnel Technician

JOB STATUS: Full time 40 hours/week

LOCATION: One Spring Street, Newton

DIVISION/DEPARTMENT: Department of Central and Shared Services - Office of Employee Services

DATE OF VACANCY: Immediately

STARTING SALARY: \$68,111.00

CLOSING DATE FOR APPLICATIONS: January 31, 2022

TENTATIVE START DATE: To be determined

**REQUIREMENTS:**

**EDUCATION:**

Graduation from an accredited college or university with a Bachelor's degree.

NOTE: Applicants who do not meet the above education requirement may substitute additional work experience as described below on a year-for-year basis, with thirty (30) semester hour credits being equal to one year of experience.

**EXPERIENCE:**

Two (2) years of technical experience in personnel work which shall have included position classification, compensation, benefits, administration, testing, interviewing, and/or related functions.

NOTE: Possession of a Master's degree in Personnel Administration, Applied Psychology, or other related field may be substituted for one (1) year of the above experience.

**LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**JOB DUTIES:**

Under direction, assists with the work involved in the varied personnel transactions of the jurisdiction; performs technical duties in all phases of personnel work (with an emphasis on recruiting), conducts investigations of procedures, complaints, grievances, and other personnel matters, and may take the lead over other personnel technicians; does related work as required.

***RETURN COMPLETED APPLICATIONS TO*** (on Standard County Application Form)

County of Sussex  
Office of Employee Services  
One Spring Street  
Newton, NJ 07860

Fax: 973-579-0355

E-mail: [employeeservices@sussex.nj.us](mailto:employeeservices@sussex.nj.us)

The County of Sussex provides Equal Employment Opportunities to all applicants regardless of race, creed, color, ancestry, sex, age, disability, marital status, national origin, atypical, hereditary, cellular or blood trait, or on the basis of affectional or sexual orientation.

