



WALLA WALLA COUNTY

P.O. Box 1506 □ Walla Walla, Washington 99362
phone: (509) 524-2600 □ Fax: (509) 524-2603



EMPLOYMENT OPPORTUNITY

Human Resources Department

Position: Human Resources Assistant Intern
Salary Range: \$16.28 per hour
Location: Human Resources Department
Employment Type: Temporary position of not more than six (6) weeks in duration with flexible work period not to commence before June 1, 2024, and concluding no later than August 31, 2024, with a maximum work week not to exceed 20 hours/week, not to exceed a maximum of 120 hours in total.

Part Time Benefits Include:

- Benefited employees shall accrue sick leave benefits at the percentage rate of hours worked per week, to a maximum of eight (8) hours earned per month based on a forty (40) hour workweek but not less than one (1) hour per every forty (40) hours worked per County Policy 30.05.0

Visit [Walla Walla County Website](http://www.walla-walla.wa.us) for detailed benefits information.

Brief Duties and Responsibilities:

Position provides coordination, support and guidance for the human resource activities and functions of Walla Walla County offices and departments. This position will be responsible for updating the county's personnel policy, assist with data collection/entry of our HR/Risk Management system, digitalizing paper documents for the department and organizing them electronically with the assistance of the HR Manager and HR Coordinator. This Intern will be working in the Human Resources Office and will be exposed to Human Resources and Risk Management issues and learn best practices for those solutions. Work involves contact with the general public, other public agencies, elected officials and department heads and their employees. The position requires strong interpersonal and organizational skills and the ability to communicate effectively with a wide range of customers.

Working Environment/Physical Abilities: Work is performed in an office setting. Must be able to lift up to twenty (20) pounds, sit for extended time. Physical abilities required for this position are ones typically related to office operations; manual dexterity and visual acuity to operate personal computers and other office equipment; accessing file cabinets; and sufficient hearing and speech ability to communicate verbally and in writing.

Minimum Qualifications: Minimum high school or GED graduate. Any combination of experience, education and training which would demonstrate the level of knowledge and ability required. Must have the ability to attend meetings, events, and workshops outside of regular work hours. Must have good communications skills in answering phones and assisting walk-in customers. Must possess computer skills, including internet use and Microsoft Office

Application: Walla Walla County application, resume and cover letter required. Job description is available on our website at www.co.walla-walla.wa.us where you can apply online.

SELECTION IS BASED ON QUALIFICATIONS, ORAL INTERVIEW, BACKGROUND CHECK AND DRIVING RECORD CHECK.

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT



GENERAL INFORMATION FOR APPLICANTS

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER: All qualified persons will be considered for employment without regard to race, color, religion, sex, nationality, origin, age, political affiliation, disability status or any other non-merit factor. Women, disabled persons, members of ethnic minority and other under-represented groups are encouraged to apply.

APPLICATIONS

FILING OF APPLICATION: Applications must be completed in accordance with the directions on the front of the announcement. Applicants are responsible for the truth of all statements. Misrepresentations, incomplete or inaccurate entries may be the cause for application rejection, removal from the employment list or discharge from County service. A background investigation will be conducted along with reference and former employer checks, driving record, and criminal history if applicable to requirements of the job. Applications must be received or postmarked by the last date for filing applications.

CHANGE OF ADDRESS: Applicants are responsible for notifying the hiring department of any change of address or telephone number.

NOTIFICATION: Unsuccessful candidates will be notified by mail as soon as feasible following the final selection decision.

EMPLOYMENT

ELIGIBILITY LISTS: Walla Walla County reserves the right to establish an eligibility list to fill any vacancies that may occur in the posted position for a period up to twelve (12) months.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice. Walla Walla County is committed to a drug, alcohol, and smoke free environment.

Mailing Address:
Human Resources/Risk Manager
P. O. Box 1506
Walla Walla, WA 99362

Human Resources/Risk Manager
314 W Main Street, 2nd Floor
Walla Walla, WA 99362
Phone: (509) 524-2600
Fax: (509) 524-2603
Web site: www.co.walla-walla.wa.us

**WALLA WALLA COUNTY
POSITION DESCRIPTION**

JOB TITLE: Human Resources Assistant Intern

DEPARTMENT: HR/Risk Management

REPORTS TO: HR/Risk Manager

PAY GRADE: \$16.28 per hour, temporary position of not more than six (6) weeks in duration with flexible work period not to commence before June 1, 2024, and concluding no later than August 31, 2024, with a maximum work week not to exceed 20 hours/week, not to exceed a maximum of 120 hours in total.

JOB SUMMARY: Position provides coordination, support and guidance for the human resource activities and functions of Walla Walla County offices and departments. This position will be responsible for updating the county's personnel policy, assist with data collection/entry of our HR/Risk Management system, digitalizing paper documents for the department and organizing them electronically with the assistance of the HR Manager and HR Coordinator. This Intern will be working in the Human Resources Office and will be exposed to Human Resources and Risk Management issues and learn best practices for those solutions. Work involves contact with the general public, other public agencies, elected officials and department heads and their employees. The position requires strong interpersonal and organizational skills and the ability to communicate effectively with a wide range of customers.

SUPERVISORY RESPONSIBILITIES: N/A

ESSENTIAL FUNCTIONS:

- Current day-to-day activities will include the digitalization and updating of historical data for the HR/Risk Department.
- Research human resources policies of other Washington counties and changes in law regarding human resources and share the result with the HR Manager.
- Assists in developing, recommending, and maintaining County human resources policies, procedures, and systems.
- Update County Personnel Policy under the direction of the HR Manager and/or the HR Coordinator.
- Assists Risk Manager with risk issues, research, and tracking.
- Prepares forms, letters, reports, correspondence, requisitions, orientation packets and other materials from copy, rough draft or from simple oral instructions; proofreads documents.
- Sorts and files documents and records according to predetermined classifications, maintaining alphabetical, index and cross-reference files.
- Prepares spreadsheets for miscellaneous purposes, e.g. application tracking, insurance information, surveys, etc.
- Performs other duties as assigned by the HR/Risk Manager.

EXAMPLE OF DUTIES:

- Computer entry of additions and changes to the personnel policy in Microsoft word format.
- Research best practices of other Washington counties and share the results with the HR Manager.
- Digitalization and Organization of Incident Reports and logging information in Risk data sheets
- Digitalization and Organization of historical bills/budgets/spending information

- Learn to process applications and EEOC processes as well as OSHA guidelines and regulations
- Tracks, resolves, and reports human resources activities and issues to the Human Resources/Risk Manager and/or the BOCC.

EQUIPMENT TO BE USED: Operate a variety of office machines and equipment including computers (PC), scanners, printers, and copiers. Uses computer software including Microsoft Office & Adobe Acrobat.

WORKING ENVIRONMENT/ PHYSICAL ABILITIES: Work is performed in an office setting. Must be able to lift up to twenty (20) pounds, sit for extended time. Physical abilities required for this position are ones typically related to office operations; manual dexterity and visual acuity to operate personal computers and other office equipment; accessing file cabinets; and sufficient hearing and speech ability to communicate verbally and in writing.

KNOWLEDGE AND ABILITIES:

- Ability to work with limited supervision.
- Ability to be confidential.
- Knowledge of general office procedures.
- Excellent verbal and written communication skills.
- Ability to independently perform research.
- Strong attention to detail and organizational skills.

EDUCATION AND EXPERIENCE: Minimum high school or GED graduate. Any combination of experience, education and training which would demonstrate the level of knowledge and ability required.

LICENSES AND OTHER REQUIREMENTS: Must successfully pass a background check and a driving record check. Valid driver's license required. Must have the ability to attend meetings, events, and workshops outside of regular work hours. Must have good communications skills in answering phones and assisting walk-in customers. Must possess computer skills, including internet use and Microsoft Office

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR
EMPLOYMENT.**