



Human Resources Recruiter

Please take a look at what you can expect to earn as a **Human Resources Recruiter** during your first year as a full time Employee with Washington County Government:

- ✓ **Six (6) Paid Personal Days**
- ✓ **Eighty (80) Paid Vacation Hours**
- ✓ **Fourteen (14) Paid Holidays**
- ✓ **One Hundred & Twenty (120) Paid Sick Hours**
- ✓ **County and Employee funded Healthcare including Health, Prescription, Dental and Vision Coverage**
- ✓ **County Paid Employee Assistance Plan**
- ✓ **County Paid Life Insurance**
- ✓ **County Paid Accidental Death and Dismemberment Insurance**
- ✓ **County Paid Short Term Disability Insurance**
- ✓ **County Paid Long Term Disability Insurance**
- ✓ **Up to \$2,500.00 Annual Tuition Reimbursement Assistance**
- ✓ **County and Employee funded Defined Pension Plan**
 - **Vested in just five (5) years.**
 - **Credit for Prior Active Military Service and Unused Paid Sick Days.**
- ✓ **An Annual Salary of \$59,197 starting..**

If our **Human Resources Recruiter**, comprehensive compensation package interests you, please continue reading through our job posting to learn more about the position's duties, responsibilities, prerequisites, etc. and apply online today.



JOB TITLE:	Human Resources Recruiter	GRADE:	12
DEPARTMENT:	Human Resources	FLSA STATUS:	Non-Exempt
REPORTS TO:	Deputy Director of Human Resources		

GENERAL DEFINITION OF WORK:

The Human Resources Recruiter will manage the Human Resources Department's full cycle recruitment using both traditional and non-traditional resources. The HR Recruiter is responsible for creating and updating job advertisements, sourcing and identifying potential candidates, conducting phone pre-screening interviews, scheduling pre-employment background requirements, and on-boarding functions. The HR Recruiter will work with the HR team to develop recruiting plans for positions at all levels within Washington County Government. Direction is provided by the Deputy Director of Human Resources.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- Coordinate with departments to develop and maintain all job descriptions and job postings
- Participate in job fairs and host in-house recruitment events
- Advertise job openings on County Employment page, social media, and job boards
- Collaborate with hiring managers to identify hiring needs, job specifications, duties and responsibilities, competencies, qualifications and skills
- Serve as a liaison with area employment agencies, colleges, and industry associations
- Source potential candidates from various online sources (e.g. social media and professional platforms)
- Craft recruiting emails to attract passive candidates
- Screen incoming resumes and applications
- Provide comprehensive list of applicable candidates to hiring managers for review
- Conduct initial phone interviews and participate in applicant interviews as needed
- Provide guidance, information and materials to hiring managers in preparation for applicant interviews
- Coordinate with departments to review and approve interview questions
- Communicate employer information and benefits during screening process
- Follow-up on the interview process status with hiring managers
- Send job consideration emails and answer questions about compensation and benefits
- Schedule pre-employment screenings for candidates
- Prepare Conditional Offer Letters
- Coordination of Promotional Letters as needed
- Enter candidate information into Human Resources Information System (HRIS)
- Monitor and present key HR metrics, including time-to-fill, time-to-hire and source of hire
- Accurate detailed storage and maintenance of all hiring records for compliance
- Act as a liaison to new hires and help them onboard

KNOWLEDGE, SKILLS AND ABILITIES:

- Exceptional communication, interpersonal, and decision-making skills
- Familiarity with Applicant Tracking Systems, resume databases and sourcing techniques, and HR software

EDUCATION AND EXPERIENCE:

- Any combination of education and experience equivalent to a Bachelor's Degree
- Proven work experience as an HR Recruiter or similar role

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Applicant must be legally authorized to work in the United States and willing to provide unexpired USCIS Form I-9 employment eligibility verification documentation upon request.

Human Resources: 01/2020, 04/2025

Easy Ways to Apply:

Visit our website at <https://www.washco-md.net/jobs/>

Or

Complete and email an Application to hrrservice@washco-md.net

Current County Employees (Internal Candidates) are required to use an Internal Application (including resume) when applying or Apply Online: <https://www.washco-md.net/internal-jobs>.

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:

Monday April 21st, 2025 @ 4:00 p.m.