



Human Resources Technician

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

- Sixty (60) Hours Personal Time
- 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 \$49,712 starting..

If our 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 Technician **GRADE** 9

DEPARTMENT: Human Resources

REPORTS TO: Deputy Director of Human Resources **FLSA Status:** Non-Exempt

GENERAL RESPONSIBILITIES

Performs efficient and effective administrative secretarial support to the Human Resources Director, Deputy Director and other co-workers within the department with a high degree of confidentiality.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Compose and send correspondence to applicants on the status of the position for which they applied.
2. Track and update the employee driver's license in the payroll system.
3. Scan employee personnel and payroll records into document repository.
4. Manage I-9 process and retention.
5. Pull and finalize terminated employees' records.
6. Prepare orientation packets.
7. Complete verifications of employment.
8. Complete salary and benefit surveys.
9. Complete PIA Requests
10. Track County provided parking permits.
11. Forward and maintain all COBRA (Initial/Continuation) paperwork for new hires, terminated employees, agency employees, and non-eligible dependents.
12. Assist the Benefits Coordinator with tracking COBRA & Retiree benefit coverage and make notifications at the time of termination.
13. Prepare and send Life Insurance Documents to terminated County employees and Agency employees.
14. Assist the Benefits Coordinator with various aspects of the FMLA for County employees.
15. Complete unemployment requests and handle all aspects of the unemployment process.
16. Answer the HR Department main telephone line and act as the first contact for anyone who enters the HR Suite.
17. Prepare and send worker's compensation payroll reports for the necessary lookback period.
18. Prepare Purchase Orders and pay the monthly invoices for the department.
19. Assist with Open Enrollment preparation and attend Open Enrollment meetings with Benefits Coordinator when necessary.
20. Organize Employee Service Award Breakfast.
21. Front Desk reception for walk-ins and scheduled appointments.
22. Order supplies for department.
23. Manage and facilitate employee programs such as Blood Drive, United Way Charity, Employee Investment Program and Tuition Reimbursement.
24. Manage scheduling of appointments for Deferred Compensation.
25. Ordering and distributing State and Federal Labor Law Posters for the County to stay in compliance.
26. Collect and distribute interoffice and external mail.
27. Perform other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to maintain the confidentiality associated with personnel.
2. Excellent organization and interpersonal skills, including the ability to deal with the public and County employees

in a friendly and professional manner.

3. Ability to perform multiple tasks and projects independently without supervision.
4. Ability to remain calm under pressure and maintain neutrality in controversial situations.

EDUCATION AND EXPERIENCE:

1. High School Diploma/GED required, Associate and/or College Degree in Office Associate subjects preferred.
2. Three (3) years office experience required preferably supporting a department head, division director and/or supporting a high-level executive position.
3. Three (3) years of Human Resources experience preferred
4. Varied office management and secretarial experience.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to personal computer, calculator, copiers, and fax machines. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing and pulling. Ability to lift small packages.

SPECIAL REQUIREMENTS

Possession of a Valid Driver's license

Revised: 9/2023 3/2025

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

Easy Ways to Apply:

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

or

Complete and email an Application to hrservice@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, March 24, 2025 4:00 pm