WALLA WALLA COUNTY
POSITION DESCRIPTION

JOB TITLE: Human Resources Assistant Intern

DEPARTMENT: HR/Risk Management

REPORTS TO: HR/Risk Manager

PAY GRADE: $14.00 per hour, temporary position less than six (6) months, 20 hours/week, not to exceed 200 hours

JOB SUMMARY: This position will be responsible for updating the county’s personnel policy 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.

SUPERVISORY RESPONSIBILITIES: N/A

ESSENTIAL FUNCTIONS:
• Research human resources policies of other Washington counties and changes in law regarding human resources and share the result with the HR Manager.
• Update County Personnel Policy under the direction of the HR Manager and/or the HR Coordinator.

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.

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.

WORKING ENVIRONMENT/PHYSICAL ABILITIES: Work is performed in an office setting. Must be able to lift up to twenty (20) pounds, sit and or stand 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, and sufficient hearing and speech ability to communicate verbally.

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: Enrolled in college working on a degree that includes coursework in Human Resources Management. Experience with computers and Microsoft Office software. Previous clerical office experience preferred.
LICENCES AND OTHER REQUIREMENTS:
- Must successfully pass a background check.
- Must dress in a professional manner.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.

To Apply:

Send resume and cover letter to:

HR/Risk Management
Attn: Shelly Peters
PO Box 1506
Walla Walla, WA 99362

Or email to: hr@co.walla-walla.wa.us