



COUNTY OF ERIE POSITION ANNOUNCEMENT

POSTING DATE: SEPTEMBER 25, 2018

CLOSING DATE: Open until further notice

TITLE: INTERN

GRADE: N/A

DEPARTMENT: HUMAN RESOURCES

BARGAINING UNIT: N/A

ENTRY RATE: UNPAID/ MAY BE ELIGIBLE FOR WORK STUDY FUNDING

HOURS PER WEEK: FLEXIBLE

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House 140 West 6th St. Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:30 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountypa.gov AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

DEFINITION OF CLASS:

The County of Erie employs over 1,200 workers throughout a variety of departments and locations. The Office of Human Resources is responsible for administering human resources functions to all of these employees. The incumbent will be responsible for assisting staff in carrying out these various HR functions.

DUTIES & RESPONSIBILITIES:

Employee Onboarding

- Updating and printing new hire packets
- Preparing monthly New Hire Orientation folders
- Updating orientation materials

Job Postings/Applicants

- Posting jobs on county website and other college job boards
- Notifying community agencies via email to expand applicant pool
- Tracking and organizing incoming applications
- Answering applicant questions via the lobby window
- Notifying applicants who were not hired via email

Employee Website

- Assisting with posting accurate and up-to-date information to the Human Resources and Wellness sections of the internal employee website

Wellness Committee

- Attending and assisting with wellness committee events county-wide
- Coordination of the Employee Health and Wellness Fair

Various administrative duties including but not limited to: greeting guests and applicants at the lobby window, mail processing, paper filing, copying, scanning, and folder creation.

The above statements describe the principal functions of the job but should not be considered a detailed description of all the work requirements inherent in the job.

KNOWLEDGE, SKILLS & ABILITIES:

- Hard-working and enthusiastic, prompt and reliable, basic customer service skills, basic working knowledge of Microsoft Outlook, Word, Excel, and PowerPoint

MINIMUM REQUIREMENTS/QUALIFICATIONS:

- High school graduate, or university applicant pursuing a degree in Human Resources or other closely related field (Examples: Business Administration, Management, Labor Relations, Communications)