



**SNOHOMISH COUNTY**  
invites applications for the position of:

## **Intern - Human Resources Intern**

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**SALARY:** \$14.00 - \$14.00 Hourly

**OPENING DATE:** 09/26/17

**CLOSING DATE:** 10/19/17 11:59 PM

**DESCRIPTION:**

This a fall term internship until the end of the year for 12-20 hours/week.

This internship will support elements of the classification process and gain knowledge related to a human resource information system (HRIS).

SNOHOMISH COUNTY INTERNSHIP PROGRAM

Snohomish County supports internship programs that provide work experience for students in an accredited post-secondary institution that is related to their course of study. The internship programs is designed so that the student will have the opportunity to apply principles and theories learned in the classroom, gain new skills, explore a career path and be supervised and mentored by a professional in their field.

BASIC FUNCTION

To assist with a variety of administrative/technical work in support of county human resources programs.

**JOB DUTIES:**

STATEMENT OF ESSENTIAL INTERNSHIP DUTIES

1. Assists with special project work in the area of recruitment, employment, benefits or other areas as assigned;
2. Assists with organizing various forms such as classification requests, payroll record changes, benefit enrollment/change forms; reviews forms for accuracy, completeness, and required signatures; prepares for filing, and distributes copies as necessary.
3. Assists with new employee orientation and trainings; prepare packets and assists with logistics.
4. Assists employees and the general public in person or on the phone; explains services and provides basic information.

STATEMENT OF OTHER INTERNSHIP DUTIES

1. Performs related duties as required.

**MINIMUM QUALIFICATIONS:**

Must be able to show proof of enrollment in an accredited post-secondary institution at the time of the Internship. If the Internship occurs during the summer, the student may provide proof of summer or fall enrollment. Must be enrolled in a program of study that is related to Human Resources.

**SPECIAL REQUIREMENTS**

Must sign a confidentiality agreement as a condition of employment.

**ADDITIONAL INFORMATION:****KNOWLEDGE AND ABILITIES**

Increase Intern knowledge of:

- standard office practices and procedures;
- basic arithmetic;
- employment, compensation, and benefits practices, policies and procedures;
- federal, state and local laws as they apply to human resources administration;
- computerized applications and general office procedures.

Increase Intern ability to:

- communicate effectively, both orally and in writing, in a multicultural workforce serving a diverse population;
- analyze and develop administrative systems and procedures;
- handle multiple tasks efficiently in a busy office environment;
- clearly explain human resources practices, policies and procedures;
- gather, evaluate and document technical data;
- independently organize tasks and work in a team environment;
- establish and maintain effective work relationships with all levels of county management and staff, representatives of other agencies and the general public;
- utilize desktop computer applications, such as word processing, spreadsheets, databases, and other network applications as available.

**SUPERVISION**

Intern will report to an administrative superior as assigned. The work is reviewed through periodic status reports and results obtained.

**WORKING CONDITIONS**

The work is performed in the usual office environment and may include field trips to outlying areas.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.  
[EEO policy and ADA notice](#)

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.snohomishcountywa.gov/2553>

Position # 2017-HRS-9184-Sept  
INTERN - HUMAN RESOURCES INTERN  
SO

3000 Rockefeller Ave M/S 503  
Everett, WA 98201  
(425) 388-3411

[Human.Resources@snoco.org](mailto:Human.Resources@snoco.org)

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### **Intern - Human Resources Intern Supplemental Questionnaire**

- \* 1. Following are a series of supplemental questions designed to assess your job related experience and qualifications. Please note that as part of the screening process your responses will be reviewed in conjunction with your general online application. The employment history and education detailed in your general application must validate/support your responses to the supplemental questions. If your responses cannot be validated, you will not proceed to the next steps of the review/selection process.

**A resume may be submitted, but it will not substitute for the general online application or supplemental questions; responses such as "see resume" or "see application" may not be considered.**

Do you agree to answer each question truthfully and that your responses can be supported by your general application/work history and by your references?

- Yes  
 No

- \* 2. Can you show proof of enrollment at a post-secondary institution for the fall 2017 term?

- Yes  
 No

- \* 3. What school are you enrolled in for the fall 2017 term?

- \* 4. Is your major or program of study related to this internship?

- Yes  
 No

- \* 5. What is your major or program of study?

- \* 6. What relevant classes have you taken?
  
- \* 7. Can you commit to a minimum of twelve hours per week during regular business hours (Monday to Friday, 8:00 AM to 5:00 PM)?
  - Yes
  - No
  
- \* 8. Please briefly describe why you are interested in this internship and what you would specifically like to learn?
  
  
- \* Required Question