



WAYNE COUNTY COMMISSIONERS

Sue A. Smail ★ Jonathan Hofstetter ★ Ron Amstutz

JOB OPENING HR SPECIALIST

Job Stability! ● Great Benefits! ● Great Retirement System! ● Meaningful Work!

Are you detail-oriented, organized, able to juggle multiple tasks, and good with Microsoft programs such as Word and Excel? Are you looking for an exciting, new opportunity? If so, look no further! The Wayne County Commissioners are looking for the right person to fill their full-time HR Specialist position. We offer meaningful work, job stability, great benefits, great retirement system, 11 paid holidays per year, ample sick leave and vacation leave (both which can roll over to the next year)!

Successful candidates will need to have a willingness and ability to learn and take initiative on a variety of tasks and projects, must be highly professional, use good judgment, and maintain a high level of confidentiality.

DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- **ADMINISTRATIVE** – Assist with creating and updating job descriptions. Assist with Personnel Policy Manual updates. Create forms. Track and perform motor vehicle/license checks. Track and maintain detailed information on Excel spreadsheets. Schedule and track performance evaluations.
- **RECRUITMENT** – Create job announcements and advertise. Schedule interviews, candidate testing, and background checks. Maintain and monitor Recruiting and Onboarding system, making necessary changes as related to updates and system errors. Assist hiring managers with system candidate information, grading, history, etc.
- **TRAININGS (SUPERVISOR AND EMPLOYEE)** - Assist with coordination and scheduling. Email/announce to eligible attendees and track RSVPs. Enter and track training events within the HR system.
- **OTHER** –Maintain both manual and electronic filing systems. Assist with Team Strengthening activities and events. Backup for Benefit Specialist duties and Front Office Support duties, as requested.
- **PAYROLL** – This position has the growth opportunity to assume payroll duties after one year of employment, which includes processing payroll, and reviewing timesheets, pay, and leave balances to ensure accuracy. Confidentiality at highest level.
- Demonstrate regular, predictable, and punctual attendance.

Applicants must submit a required employment application (downloadable from <http://www.wayneohio.org/employment-opportunities>) by emailing it to waynecountyhr@wayneohio.org or dropping it off at the Wayne County Commissioners' Office, 428 West Liberty Street, Wooster, Ohio 44691, Attn: Marcy Stoller. Questions? Call 330-287-5410.

Posted May 25, 2023. Position will remain open until filled.

Wayne County is an Equal Opportunity Employer