

Washington County

Human Resources

Human Resources Generalist

Implement and support the management decisions of the Commissioner's Court related to the Human Resources (HR) function of Washington County. Responsible for screening customer needs to determine level of response. Maintains employment procedures, including distribution of applications and scheduling testing. Responsible for employee onboarding and exit process. Assists with entry of HR and Payroll information. Serves as backup in the production of an accurate biweekly payroll. Files and maintains employee leave documentation, workers' compensation claims, job announcements and other personal confidential information related to County employees.

Preferred Qualifications: Associate's degree (or higher) that includes coursework applicable to Human Resources and/or Business. Technical skill training in Microsoft Office Suite or equivalent. Proven history of successful interaction with diverse populations. Experience in a county governmental entity or similar setting.

APPLICATIONS ARE AVAILABLE AT AND RETURNABLE TO

Human Resources Office

Washington County Annex Building

105 West Main St, Suite 101, Brenham, Texas

Email: hr@wacounty.com www.co.washington.tx.us

Equal Opportunity Employer