

# **SNOHOMISH COUNTY INTERNSHIP DESCRIPTION**

## **INTERN - HUMAN RESOURCES INTERN**

Spec No. 9184

### **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 program 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.

The student may choose to receive scholastic credit for their internship in accordance with the guidelines set by their school.

### **BASIC FUNCTION**

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

### **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**

5. 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.

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### 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](#)

Class Established: May 2014  
EEO Category: 6 - Administrative Support  
Intern Wage: \$14.00/hour  
Workers Comp: 5306-Non Haz