



County Administrator  
Jeff Massey

# WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS

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District One

CHARLES KENT  
District Two

TRAY HAWKINS  
District Three

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District Four

STEVE JOYNER  
District Five

Fuqua, Milton  
Attorney

## JOB ANNOUNCEMENT

### Human Resources Specialist

**Advertisement Date: 02/28/2019 – 03/08/2019**

**Salary Range: \$18.50 Hourly**

This position serves as Benefits Coordinator and reports directly to the Human Resources Director. The position works independently completing a variety of administrative/human resources-related duties.

#### **Minimum Training and Experience:**

High School Diploma or equivalent required; and, three years of progressively responsible experience in human resources, employee benefits or professional level administrative work or an equivalent combination of education, training and experience. Human Resources experience preferred.

Computer skills required. Experience in Microsoft Word and Excel is required.

Must have a valid driver's license.

Applications may be accessed on-line at [www.washingtonfl.com](http://www.washingtonfl.com). Applications and job descriptions may also be obtained at the Washington County Board of County Commissioners' office located at 1331 South Boulevard, Chipley, FL 32428. All interested applicants **MUST** submit an Employment Application to the Human Resources Department in the Washington County Board of County Commissioners' office by **4:00 PM on March 8, 2019**. All questions regarding this position or other vacancies should be directed to the Human Resources Department, 850-415-5151. The selected applicant will be subject to a pre-employment physical and drug screen. Veteran's Preference is accepted in accordance with FS 295.08.

**Equal Opportunity/Drug-Free Workplace**