

SNOHOMISH COUNTY JOB DESCRIPTION

RECRUITMENT COORDINATOR

Spec No. 2379

BASIC FUNCTION

To perform departmental recruitment in compliance with county code, adopted labor agreements, and state and federal laws.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Advises department managers, employees and the public on county recruitment policies and procedures.
2. Oversees status of departmental positions as approved by the budget and monitors all department recruitment activities for regular, seasonal, temporary and internship positions.
3. Collaborates with department hiring officials to develop effective recruitment plans. Prepares job announcements for posting; evaluates supplemental questionnaire and/or employment examinations, interview questions and scoring criteria. Prepares all employment related documents and certifications.
4. Conducts background checks on applicants; reviews driver's abstracts; facilitates and schedules employment related physical exams and drug testing.
5. Prepares documentation for new employee on-boarding and hiring; meets with new employees to collect completed federal I-9 form and other hiring paperwork.
6. Assists department management, staff and the public with questions, complaints, services, policies, and procedures; locates information from appropriate records and provides it as requested.
7. Develops and maintains manual and computerized records, databases and reports to track personnel and position related actions such as department position vacancies, seniority lists, employee hiring, reclassifications and other tracking as required.
8. Reviews and processes reclassifications requests.
9. Proctors prepared employment examinations.
10. Assists in the collection and preparation of documents for Human Resources and/or Prosecuting Attorney for employment related matters.
11. Processes public records requests as assigned including records collection; review, redaction and preparation of related documents.

STATEMENT OF OTHER JOB DUTIES

12. Performs related duties as required.

SNOHOMISH COUNTY JOB DESCRIPTION

RECRUITMENT COORDINATOR

Spec No. 2379

MINIMUM QUALIFICATIONS

A Bachelor's degree in business administration, human resources, public administration or related field; AND two (2) years experience in human resources, specializing in recruitment; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington Driver's License is required.

PREFERRED QUALIFICATIONS

NeoGov experience.

KNOWLEDGE AND ABILITIES

Knowledge of:

- employment and selection, compensation, and human resources practices, policies and procedures;
- current computer technology and MS Office;
- spelling, grammar, punctuation and word usage;
- HRIS systems;
- local, state and federal laws pertaining to employment;
- principles and practices of personnel administration;
- collective bargaining agreements;

Ability to:

- analyze and develop administrative systems and procedures;
- exercise initiative and judgment and make decisions within the scope of assigned authority;
- communicate effectively both orally and in writing with various groups from diverse backgrounds;
- establish and maintain effective work relationships with department personnel, public and private officials, other county employees and with the general public;
- handle multiple tasks efficiently in a busy office environment;
- interpret and apply complex procedures, policies, laws and regulations;
- clearly explain human resources practices, policies and procedures;
- gather, evaluate and document technical data;
- independently organize tasks and work in a team environment;
- work within a team and coordinate broad projects;
- utilize current MS Office applications and tools;
- conduct personnel recruitment including interviews, test administration, and selection;

SNOHOMISH COUNTY JOB DESCRIPTION

RECRUITMENT COORDINATOR

Spec No. 2379

KNOWLEDGE AND ABILITIES (continued)

- maintain confidentiality related to human resources issues including employment decisions, selection processes, testing, drug testing results, criminal history records, disciplinary and other complex issues;
- plan and organize work with minimal supervision.

SUPERVISION

Employee reports to an administrative superior as assigned. The work is performed independently and is reviewed through periodic status reports and results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment with occasional field trips to meetings or worksites throughout the county.

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: August 2016
EEO Category: 2 - Professionals
Pay Grade: 238 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous