

## **Human Resources Specialist**

Northampton County is accepting applications for a full time Human Resources Specialist in the Finance Department.

This position performs complex and responsible professional human resources administration and prepares payroll for all County employees and other assigned duties. The position is directly responsible for the overall administration, coordination and evaluation of the human resource function and works under the direction of the Director of Finance for payroll administration and under the direction of the County Administrator for personnel administration.

Associate's degree is required, preferably in personnel administration, human resources, or public administration. Requires four years of related work experience, but any combination of education and experience to equal four years' of work will be considered.

Minimum salary for this position is \$47,451.60.

Please refer to Northampton County's website for further job descriptions, requirements and county's application form [www.co.northampton.va.us/jobs.html](http://www.co.northampton.va.us/jobs.html). Please submit completed County application form with cover letter to the Human Resources Office, P. O. Box 66, Eastville, VA 23347 by January 12, 2018. Northampton County is an EOE.