



County of York  
45 Kennebunk Road  
Alfred, ME 04002

Ph: 207.459.2500  
Fax: 207.324.9494  
[www.yorkcountymaine.gov](http://www.yorkcountymaine.gov)

## Human Resources Clerk (Full-Time)

York County Government is seeking a full-time (40 hours week), Human Resources Clerk.

The H.R. Clerk will assist with filing staff vacancies by developing job listings, attending job/career fairs, evaluating candidate applications, assisting with setting up interviews, pre-hire physicals, conducting reference checks and monitoring the recruitment process.

The H.R. Clerk will be involved with the development and implementation of employee engagement, wellness, and training programs.

The H.R. Clerk will also assist with the management of all county benefits, retirement, and workers compensation programs.

We are looking for an individual who enjoys working in a collaborative team and fosters an inclusive workplace culture.

For more specific information about the position, view the online posting on the county's website: [www.yorkcountymaine.gov](http://www.yorkcountymaine.gov)

### Position Requirements:

- Associate degree in business management, human resources or related field preferred.
- Two to five years of related experience with an emphasis on strong organizational and people skills, preferably in a human resources position.
- Any equivalent combination of training and experience that provides the necessary knowledge, skills, and abilities, may be considered.
- Computer proficiency in Microsoft Office Suite
- Driver's license.

### Pay & Benefits:

This is an hourly, non-union position with a starting pay range of \$21.00 - \$23.00/hour. Starting pay is determined based on demonstrated knowledge, skills, abilities, and work experience.



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The county promotes work/life balance through wellness programs and a comprehensive benefits package. Offerings include:

- Health Insurance (supplemented by an employer HRA plan) or Health Opt-Out Compensation Waiver.
- Dental & Vision Coverage
- Life Insurance
- Short- & Long-Term Disability
- Retirement (Maine PERS or Mission Square 457 deferred compensation plan).
- 13.5 paid holidays per year
- Generous PTO (Planned Time Off) package.
- County paid training and tuition reimbursement program.

### **How To Apply:**

To meet application requirements, interested candidates must submit a resume and employment application to human resources.

Applications can be downloaded from the county's website at [www.yorkcountymaine.gov](http://www.yorkcountymaine.gov).

Applications/resumes can be submitted by email to [jrlalonde@yorkcountymaine.gov](mailto:jrlalonde@yorkcountymaine.gov) or by mailing to **York County Government, attention Human Resources, 45 Kennebunk Road, Alfred, ME 04002.**

First Review of applications/resumes will begin on **April 4, 2024**. The position will remain open until filled.

York County Government is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion. It is a fundamental policy not to discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, ancestry, age, pregnancy, disability, veteran status, or any other category protected by applicable federal, state, or local law.