



HEARD COUNTY JOB DESCRIPTION

The Heard County Board of Commissioners is currently accepting applications for the position of Human Resource Intern within the HR department.

JOB TITLE: Heard County Board of Commissioners Human Resource Intern

DEPARTMENT: Board of Commissioners

JOB SUMMARY: This position is responsible for clerical duties related to the Human Resource Department.

QUALIFICATIONS INCLUDE:

Familiarity with Microsoft applications, ie. excel, word, creating and editing PDF documents, etc. Knowledge of basic computer skills such as creating personnel files, sending and receiving emails, entering personnel data into HR data base. Strong communication skills to interact with employees and public. Strong skills problem solving and multitasking.

Application Deadline: TBD

How to Apply:

Applications can be downloaded from www.heardcountyga.com or picked up at:

Heard County Board of Commissioners

201 Park Avenue, Room 200
Franklin, GA 30217

All applications **must be notarized** before submission. Completed applications may be:

- **Emailed to:** HR@heardcountyga.com
- **Delivered or mailed to:**
Attention: Katrina Billingsley
Heard County Board of Commissioners
201 Park Avenue, Room 200
Franklin, GA 30217

Heard County is an Equal Opportunity Employer