



HOWARD COUNTY GOVERNMENT
Job Posting

Personnel Office

LOCATION: Personnel Office
POSITION POSTED: Benefits Representative

Duties:

- ❑ Assist the Personnel Administrator, Howard County Board of Commissioners, the Howard County Council, and Howard County Officeholders in the interpretation and administration of employment, salary, and employee benefit programs.
- ❑ Process all new hires, retirees and terminations.
- ❑ Assist in recruitment, payroll computation, yearly open enrollment process, and maintain HRMS System and all third party benefit databases.
- ❑ Process Family Medical Leave requests.
- ❑ Assist in yearly special projects.

Experience/Qualifications:

Must be knowledgeable and experienced in personnel and benefit related areas, such as FMLA, COBRA, Worker's Comp and OSHA. Must be proficient in Microsoft Office and be detail oriented with the ability to handle responsibilities and tasks simultaneously and efficiently with little or no supervision.

Education:

Associates Degree with two to three years related experience in Human Resources or benefit administration required; or equivalent combination of education and experience.

To apply for the position, please send resume and application to:

Howard County Personnel Office

Attn: Debbie Lorenz

220 N. Main, Room 220

Kokomo, IN 46901

or

debbie.lorenz@howardcountyin.gov

or

Fax: 765-456-2803