



King County

VETS  HIRE



## Veteran Fellow Learning Opportunity

### Human Resource – Veteran Fellow

King County Department of Local Services

#### SUMMARY

Apply your administrative and database skills as you learn about and gain experience in the Human Resource field in the Department of Local Services. You will learn and be involved in recruitments, entering data into Peoplesoft, and work on the Laserfiche project. This experience will be 40 hours/week, will work in a hybrid work environment, may be required to work onsite periodically in the [King Street Center building](#) in Seattle, and at our office in Renton. The duration of this experience is six months with a possible extension up to an additional six months. We are looking to fill two positions. **Projected start date: August 2022**

#### JOB DUTIES AND LEARNING OBJECTIVES

*Applying equity and social justice principles is a daily responsibility and a foundational expectation for all King County employees. In this role you will apply equity and social justice principles that exemplify shared values, behaviors, and practices to all aspects of the work.*

**LEARNING OBJECTIVES AND PRACTICAL HANDS-ON EXPERIENCE** will include:

- Learn the recruitment process from job posting to applicant hire
- Assist in entering and processing data into PeopleSoft
- Create and update forms using Word and Adobe Acrobat Pro
- Assist in Laserfiche project (Digitized HR Files)
- Develop business writing, editing, communication and collaboration skills in a government setting
- Learn how to create basic file structure within electronic files
- Enhance customer service skills, telephone and email etiquette
  - Tone, volume, communication (listening, restating, interpreting, inc.)
- Maintain and ensure confidentiality of sensitive information in all forms (written, verbal and electronic)
- Additional learning objectives and projects will be identified based on the unique interests and skills of the individual

#### EXPERIENCE, QUALIFICATIONS, KNOWLEDGE & SKILLS

In addition to the qualifications described in the [current job posting](#), which are required for all Veteran Fellow positions, this Veteran Fellow opportunity also seeks:

- Organizational skills and attention to detail
- Possess strong skills with MS Office and ability to use Office 365
- Capable of working independently in a busy work environment and cooperatively with a variety of individuals.
- Demonstrated ability to follow oral and written instructions, guidelines and processes.
- Knowledge of English language (proper grammar, usage and spelling)
- Oral and written communications skills
- Problem-solving and analytical skills
- Interpersonal skills

- Have access to a reliable internet connection, possess the ability to work effectively from home and able to work at the [King Street Center building](#) in Seattle and our Renton Office as needed.
- Curiosity and desire to learn new systems and processes
- Customer support skills
- Ability to learn how to troubleshoot complex issues
- Ability to create short documents on processes or instructions
- Ability to update spreadsheets and complete paperwork

## SUPPLEMENTAL INFORMATION

### WORK LOCATION and HOURS

This experience will be 40 hours/week, will work in a hybrid work environment, may be required to work onsite periodically in the [King Street Center building](#) in Seattle, and at our office in Renton. The duration of this experience is six months with a possible extension up to an additional six months.

### COVID-19 VACCINATION REQUIREMENT

King County Executive Branch employees must be fully vaccinated against COVID-19. As a condition of employment, prior to a final offer of employment, you will be required to:

- submit proof of vaccination, or
- have an approved request for medical or religious exemption and an approved accommodation. Philosophical, political, scientific, or sociological objections to vaccination will not be considered for an exemption or accommodation.

People are considered fully vaccinated against COVID-19 two weeks after receiving the final dose of a vaccination approved by the Center for Disease Control and Prevention (CDC).

The Executive Branch includes employees in the Executive branch, the Assessor's Office, Elections, the King County Sheriff's Office, and the Executive Office.

## TO BE CONSIDERED

- Apply to the [Veteran Fellow – Various Fields](#) job posting
- You will then be sent an email with added instructions for this position.
- NOTE: Once you have submitted an application, you will be notified of new Vets 4 HIRE Veteran Fellow positions that get created in 2022. You will also be notified of current Veteran Fellow positions that have not yet been filled and are still accepting applications.

This Human Resources position is open until filled, you are encouraged to respond as soon as possible.

We really appreciate your consideration of us as an employer and thank you for your service!

## COMPENSATION and BENEFITS

**COMPENSATION:** (Is based on highest military rank held OR education level.)

- Veteran Fellow I - \$18.58 - \$23.56 - High School graduate; or pursuing BA; or enlisted grade E1 – E3
- Veteran Fellow II - \$20.92 - \$26.52 - Possess BA; or pursuing Masters; or enlisted grade E4 – E6
- Veteran Fellow III - \$26.53 - \$33.62 - Completed Masters or Officer rank, or enlisted grade E7 – E9

### BENEFITS

- .025 hours of sick leave accruals for each hour worked



- Medical, dental, and vision benefits (for the veteran and their qualifying dependents) for positions that are projected to work 30 or more hours per week (not available to positions projected to work less than 30 hours per week)
- ORCA bus pass
- Please note, veteran fellow positions **are not** eligible for vacation leave, holiday pay, or retirement programs

## ADDITIONAL INFORMATION

- All Veteran Fellow participants will work jointly with their supervisor to develop an Individual Development Plan to clarify, regularly discuss, and jointly shape the participant's fellowship experience for mutual benefit.
- The Vets 4 HIRE Program Manager facilitates a monthly group meeting with Veteran Fellows as a way to connect with one another, share tips on different topics, and build comradery. Guest speakers will be brought in periodically.
- Veteran Fellows are encouraged to participate in King County's [Veterans and Military Affinity Group](#) to network with other employees at King County who have served or are currently serving in the National Guard or Reserve.
- Veteran Fellows are encouraged to participate in King County's [Mentorship Program](#).
- The Vets 4 HIRE Program Manager will meet individually with participants to learn more about their career goals and provide one-one coaching on how to effectively apply and interview for other positions at King County.



# King County

## Veterans, Seniors & Human Services Levy

*The Vets 4 HIRE Program is funded in part by the Veterans, Seniors and Human Services Levy (VSHSL). The VSHSL promotes healthy living, financial stability, social engagement, housing stability and service system access for veterans, seniors, and vulnerable populations.*

