



HR Support Specialist

Department: Human Resources

Revised: August 14, 2025

Who We Are

The Human Resources Department contributes to the County's mission through the selection and development of skilled employees who provide the highest quality services to the county through the coordination of employee benefits, labor relations, employee relations, employee wellness and being the subject matter experts for the elected team.

Description

The HR Support Specialist provides administrative support to the Human Resources Department, to include customer service, employee and retiree communication, website management, office calendar management, policy drafting and implementation, and overall human resources support.

Supervisory Responsibilities

None.

Essential Functions

- Responsible for general receptionist duties, such as providing exemplary customer service in greeting walk-ins, answering phones, and responding to routine inquiries.
- Provides support in filing personnel actions and scanning information to various departments as requested.
- Responsible for updating, drafting and submitting final draft of county policies and procedures.
- Manages and regularly updates the Human Resources website and Intranet page.
- Supports the Human Resources office through various tasks and projects relating to personnel management for the County of Lycoming.
- Maintains a high degree of confidentiality with respect to all information obtained in the course of fulfilling job duties.
- Creates correspondence for internal and external customers in regards to Human Resource material.
- Performs other duties as assigned.

Skills/Abilities

We are looking for a talented individual with experience in providing administrative support to join our team in the Lycoming County Human Resources Office. Our ideal candidate would be customer-service focused and possess strong attention to detail, prioritization, and multitasking abilities. Additionally, they would be familiar with Microsoft Office products and have the ability to exercise confidentiality related to budget, financial, and personnel information.

Job Requirements

- Requirements include a high school diploma or equivalent and one (1) year of related experience.
- Pennsylvania Driver's License, required.
- The successful candidate must submit to a pre-employment background check and urine drug screening.
- Ability to multi-task and prioritize projects to meet date/time suspense and customer demand.

Company Description

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

County of Lycoming is an Equal Opportunity Employer

This Organization Participates in E-Verify

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