

Hiring: Sac County – Human Resources Specialist

Position Summary: The Human Resources Specialist supports a variety of HR functions, including recruitment, employee relations, benefits administration, onboarding, policy compliance, training coordination, and personnel record management. This role plays a key part in helping the County attract, retain, and support a high-performing workforce.

Position Details: Full-time. Typical hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. The Human Resources Specialist reports to the Sac County Board of Supervisors. Employment is contingent upon satisfactory completion of a criminal background check, reference checks, and verification of prior employment and education.

Responsibilities Include:

- Administer employee onboarding and orientation programs
- Maintain personnel records and HR databases
- Assist with benefits enrollment and employee questions
- Support employee relations and policy administration
- Ensure compliance with applicable employment laws and regulations
- Coordinate employee training and development initiatives
- Prepare HR reports and documentation as needed
- Other related duties as assigned

Minimum Requirements: High school diploma or equivalent, and eligibility to work in the United States.

Preferred Qualifications:

- Experience in human resources or administrative support
- Knowledge of employment laws and HR best practices
- Strong communication, organizational, time management, and customer service skills
- Proficiency with Microsoft Office applications
- Ability to maintain confidentiality and exercise professional judgment

Salary & Benefits:

Salary: Competitive and based on qualifications and experience.

Benefits Include:

- Health, dental, and vision insurance
- Retirement benefits
- Paid vacation and sick leave
- Paid holidays
- Professional development opportunities

Deadline: Applications must be received by 4:30 p.m. on Friday, September 18th, 2026.

To Apply: Submit a cover letter and resume to the Sac County Board of Supervisors at **BOTH** jwissler@saccountyiowa.gov AND saccoaty@saccountyiowa.gov. If you do not receive an acknowledgment of receipt within 48 hours of submitting, please contact the Sac County Attorney's Office at (712) 662-4791.

Sac County is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, or any other status protected by law. Veterans' preference applies as provided in Iowa Code chapter 35C. Applicants who need a reasonable accommodation during the application process may contact Norma Hecht, Sac County Attorney's Office Paralegal, at (712) 662-4791.