



MADISON COUNTY

DEPARTMENT OF HUMAN RESOURCES

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VACANCY ANNOUNCEMENT

HUMAN RESOURCES ASSOCIATE (HELPS Program)

(*COUNTY APPLICATION REQUIRED*- Go to: <https://madison-portal.mycivilservice.com/>)

2026 Hiring Salary \$53,104

Full-time Human Resources Associate sought for the Madison County Department of Human Resources. The incumbent performs complex clerical duties and assists in administering various aspects of laws, rules and policies involving public sector personnel matters, including the civil service system and labor relations. This class differs from that of Human Resources Assistant by virtue of the more complex clerical assistance rendered and the increased independence of action allowed the incumbent. The work is performed under the supervision of the Director of Human Resources with leeway allowed for the exercise of independent decision-making in rendering a variety of human resource services to County departments and the governmental sub-divisions within the County. The incumbent performs related work as required.

This position is a Managerial/Confidential (M/C) position that includes a M/C benefit package.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of an Associate's degree, or higher, in Business Administration, Secretarial Science or a closely related field and one year of full-time paid technical or administrative personnel/human resources experience; or its part-time equivalent; OR
- (B) Graduation from high school or possession of an equivalency diploma and three years of full-time paid technical or administrative personnel/human resources experience, or its part-time equivalent.

EOE