



# Washington Courts Employment Opportunity

## Administrative Office of the Courts

### HUMAN RESOURCE SPECIALIST

#### PART-TIME (60% POSITION)

**Our Mission:** Advance the efficient and effective operation of the Washington Judicial System.

The Administrative Office of the Courts (AOC) is looking for top-performing employees who embody its core values of integrity, service excellence, visionary leadership, collaboration, and teamwork. It is committed to both employee growth and work-life balance.

Our diversity and inclusion efforts include embracing different cultures, backgrounds, and perspectives while fostering growth and advancement in the workplace.

**Job #:** 2020-32  
**Status:** Regular, Part-Time  
**Location:** Olympia, Washington  
**Salary:** Range 51: \$29,397.60 — \$38,599.20 per year (DOQ)\*  
**Opens:** November 6, 2020  
**Closes:** November 20, 2020

**\*(Salary has been adjusted to reflect 60 percent position wage; this position is eligible for benefits.)**

**The Administrative Office of the Courts is closely monitoring the COVID-19 pandemic and following the state's health and safety recommendations for the community and our employees. We will be conducting our recruitment process remotely.**

#### POSITION PROFILE

This position performs various human-resource-related assignments and works independently with general supervision within designated areas of responsibility. This position reports to the Human Resource Associate Director and supports the A.O.C. Human Resource team by conducting routine clerical functions and acts as the backup for both Payroll and Recruitment Human Resource Consultants and assists with these two positions during high-volume times. This position serves as the liaison between and support to the A.O.C. and other justice partners, including the Supreme Court, Supreme Court departments, Court of Appeals, Office of Public Defense, Office of Civil Legal Aid, and Law Library. Decision-making is carried out in accordance with generally defined guidelines and procedures and occasionally calls for interpretation and application of rules and regulations.

Detailed information (scope of responsibility, essential activities, and critical competencies, etc.) about the position can be found by viewing the [Job Description](#) at Washington Courts [Careers](#), under Current Openings, click on Washington Courts, and the Announcement.

#### DUTIES AND RESPONSIBILITIES

- Provides customer assistance and information regarding human resource operations.

- Performs payroll related duties, including the creation of monthly and annual reports from the Human Resource Management System: salary rosters, cost distribution, position tracking, annual agency diversity data, and other reports as requested. Inputs salary increase dates.
- Creates and maintains personnel files; file transfers. Input monthly position identification numbers into the organization chart.
- Performs recruitment-related duties, which can include: creating recruitment files, managing submitted applications, compiling applicant data, assist in scheduling meetings, create documents, closes recruitment files.
- Works on special projects.
- Responds to salary survey requests from other state agencies on behalf of the HR Director.
- Updates and maintains organizational charts, producing new ones for special projects as needed.
- Proofs, edits, and formats job descriptions, policies, and forms – saves and maintains in electronic and physical files, and posts on InsideCourts website.
- Creates and distributes the monthly HR Newsletter for AOC staff and the modified newsletter for other judicial branch agencies.
- Creates, maintains, and archives personnel and medical employee, position, and classification files. Maintains I-9 Forms and properly holds for date destruction based on date calculations per federal law.
- Acts as the primary backup for the HR Consultant positions and assist during high volume periods; Acts as the purchasing point of contact for HR.
- Updates and maintains information on the HR web page.
- Updates and maintains employment boards to ensure the most recent federal and state law posters/notifications are posted.
- Coordinates and provides support for the agency's New Employee Orientation program.
- Acts as HR representative and provides program support for the Safety/Wellness Committee activities and acts as the agency Washington Wellness Coordinator.
- Responds to employment verifications and basic unemployment claims as needed.
- Will perform other duties as required.

### REQUIRED QUALIFICATIONS AND CREDENTIALS

A bachelor's degree involving major study in personnel, public administration, education, social sciences or closely related field; **AND**

Two (2) years of progressively responsible administrative and/or human resource assistant experience

*A combination of education and experience demonstrating a proficient working knowledge of the duties and responsibilities of the Human Resource Consultant may substitute for qualifications listed.*

### THE IDEAL APPLICANT WILL ALSO HAVE SOME OR ALL OF THE FOLLOWING KNOWLEDGE, SKILLS, OR ABILITIES

- Strong organizational and project management skills that include being able to multi-task and work on multiple projects at a time.
- Organize, prioritize, and effectively manage assignments to meet productivity standards, deadlines, and work schedules.
- Deal tactfully with sensitive situations.
- Maintain confidentiality and privacy within a Human Resource environment.

- Human Resource Management System experience.
- Advanced knowledge and use of Microsoft Suite programs: Word, Excel, and PowerPoint.

## HOW TO APPLY / APPLICATION REQUIREMENTS

Interested applicants who meet the qualifications and competencies in this announcement are encouraged to apply for this opportunity.

The following items are **REQUIRED** for your application to be considered complete. Note: ***ALL sections of the Application must be completed.***

1. **Cover Letter** (no more than two pages)
2. **Resume** (chronological)
3. **Judicial Branch/AOC Application for Employment**

The Judicial Branch/AOC Application for Employment can be found at [www.courts.wa.gov/employ](http://www.courts.wa.gov/employ), under Current Openings, click on Washington Courts; the Application is located at the bottom of the page.

**It is preferred applications be emailed to [employment@courts.wa.gov](mailto:employment@courts.wa.gov) in a PDF format (Word documents are also accepted).**

**You can also mail your materials to:**

Administrative Office of the Courts  
Attn: Human Resources  
PO Box 41170, Olympia, WA 98504-1170.

**Faxed copies can be sent to 360-586-4409.** Late applications will not be accepted when a deadline is expressed.

General suggestions for creating a good application packet:

- Read the job posting very carefully. Find out as much as you can about the position.
- Make sure you are very diligent in following all the application instructions. Include all requested documentation.
- Make sure your application and cover letter (if requested) directly address how you meet each of the required and desired qualifications.
- Make sure your application and cover letter reflect your best writing.

The initial screening will be based on the content and completeness of your application and the materials submitted. All information may be verified, and documentation may be required. Applications with comments such as "see attachments" or "N/A" will be considered incomplete.

## IMPORTANT INFORMATION

- The workweek may fluctuate depending on workload or agency needs.
- Overnight travel may be required based on business needs.
- This position is not covered under the Fair Labor Standards Act (FLSA).

*The AOC is an equal opportunity employer and does not discriminate based on of gender, pregnancy, race, color, national origin, ancestry, religion, creed, physical, mental or sensory disability (actual or perceived), use of a service animal, marital status, sexual orientation, gender*

*identity or expression, veteran or military status, age, HIV or Hepatitis C status, or any other basis protected by federal or state law. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Melody Long, AOC Human Resource Office, at (360) 704-4143, or fax (360) 586-4409, or via email to [Employment@courts.wa.gov](mailto:Employment@courts.wa.gov).*

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and complete the required employment eligibility verification form upon hire.

**SPECIAL NOTE: Prior to a new hire, a background check, including criminal history, will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the job.**

#### ADDITIONAL INFORMATION ABOUT AOC

The Administrative Office of the Courts (AOC) is located in Olympia, Washington, on Interstate 5 between Seattle, Washington, and Portland, Oregon. Olympia and the surrounding Thurston County area offer numerous social, recreational, educational, and cultural opportunities. Natural features include Puget Sound, the Olympic National Park to the west, and Mt. Rainier to the east. Mount St. Helens and the Pacific Ocean beaches are within a two-hour drive of the city.

Great benefits (paid vacation and sick leave; health, life, and disability insurance; retirement options and leave for military and civil service), a team-oriented culture, and a balance of family and work-life in a wonderful community are a few rewards of choosing a career in the judicial branch of Washington State government. We offer leading-edge technology, a broad range of career opportunities, and an opportunity to make a real difference in people's lives.

See [www.courts.wa.gov/employ](http://www.courts.wa.gov/employ) for more information about Washington Courts, Compensation, and Benefits.