

Human Resources Secretary (temporary)



Where is AOC Located?

The Administrative Office of the Courts 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 2 hour drive of the city.

AOC PROFILE:

The Administrative Office of the Courts (AOC) is a department of the Washington State Supreme Court. Established by state statute in 1957, the mission of the AOC is to advance the efficient and effective operation of the Washington State judicial system.

The AOC carries out its mission through formulation of policy and legislative initiatives, court technology development, educational programs, and program support for 428 Washington judges and their staff. The AOC draws its employees from a wide range of professions including legal, information technology, research, education, and judicial administration.

The agency is administered by an executive team that is committed to maintaining a dedicated and diverse workforce that provides the highest quality of customer service and continuously develops strategies for improving the performance and effectiveness of the court system in Washington.

POSITION: Human Resources Secretary
SALARY: \$29,112 TO \$37,620 per year DOQ
LOCATION: Olympia, Washington
OPENS: October 18, 2011 – open until filled

NOTE: Due to legislative action, a 3% temporary salary reduction is in effect from July 1, 2011 to June 29, 2013 for most state positions, including this position. Salary listed above does NOT reflect this reduction.

The duration of this temporary appointment is expected to be three (3) months.

Human Resources Secretary Job Overview

- Reporting to the Human Resources Director, this position is responsible for administrative and human resource operational duties that include Human Resource Management System (HRMS) data input and monitoring.
- Work is performed independently within defined areas. Work performed is typically routine in nature with limited discretion. Work products are subject to review and approval.

Key Responsibilities

- Responsible for data entry of new hire and termination information into the state payroll system (HRMS), implementation of periodic increment salary increases, cost of living increases, and calculation of back pay, and coordination of check and balance procedures between Human Resources and payroll.
- Proofreads, edits, and revises draft correspondence and reports to improve clarity and quality.
- Prepares and disseminates routine correspondence regarding human resource program and services.
- Assists human resources staff in administering a variety of HR functions in the areas of recruitment, orientation, training, record-keeping and file maintenance.

Secretary	
<p><u>Benefits:</u></p> <ul style="list-style-type: none"> ➤ Paid leave for eligible absences <p>NOTE – this position will not be eligible for health care or retirement benefits.</p> <p>Send materials to: Submit materials by email, fax, or postal service to: Washington State Administrative Office of the Courts Attention Human Resources Office 1206 Quince St SE P.O. Box 41170 Olympia, WA 98504-1170</p> <p>email: humanresources@courts.wa.gov or fax 360-586-4409.</p> <p>Application materials will be screened for the purposes of determining who will be selected for an interview.</p> <p><i>The AOC is committed to the practice of equal employment opportunity and non-discrimination for all persons without regard to race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact the AOC Human Resource Office, at (360) 705-5286 or fax (360)586-4409, or via email to HumanResources@courts.wa.gov</i></p>	<p><u>Key Responsibilities (continued)</u></p> <ul style="list-style-type: none"> • Develops and maintains office procedures, personnel filing and indexing systems and forms; implements changes as appropriate. • Operates office equipment to accomplish job duties • Performs other work as assigned. <p><u>Qualifications</u> An Associate degree in Office Administration or related area, AND:</p> <ul style="list-style-type: none"> • Two (2) years of secretarial or administrative assistant experience in a professional work environment, to include one (1) year of experience with Office suite software tools. • A minimum of one year of experience utilizing the state payroll system (HRMS) to process new hire, termination, and other actions. <p>Relevant work experience may substitute for education on a year-for-year basis.</p> <p>To be considered for this position, please submit:</p> <ul style="list-style-type: none"> • A cover letter specifying how you meet the qualifications of the position (no more than two pages). • A chronological resume including: <u>dates and total months/years in each position held for each previous employer.</u> • <u>Completed AOC application form.</u> <p><u>SPECIAL NOTE:</u> All employees hired by the Administrative Office of the Courts are required to be fingerprinted for a criminal history background check with continued employment with the AOC contingent upon the results of this background check.</p>