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 <p><u>Where is AOC Located?</u></p> <p>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.</p> <p><u>AOC PROFILE:</u></p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>POSITION: Human Resource Specialist</p> <p>SALARY: \$42,588 TO \$55,836 per year DOQ</p> <p>LOCATION: Olympia, Washington</p> <p>OPENS: July 8, 2013</p> <p>CLOSES: Open until filled; 1st review of applications to begin July 15, 2013. AOC reserves the right to close the recruitment at any time.</p> <p><u>Human Resource Specialist Job Overview</u></p> <ul style="list-style-type: none"> • Reporting to the Human Resources Director, provides administrative human resource assistance for established Human Resource services and activities for the Administrative Office for the Courts and as directed to the Supreme Court, Court of Appeals and Supreme Court departments. • Provides customer service and information involving frequent contact with employees, management and the general public. Requires strong interpersonal skills and working knowledge of human resource concepts. • Works independently with minimal supervision within designated areas of responsibility. Responsibilities are to be performed with a high level of professionalism, confidentiality and sensitivity. <p><u>Key Responsibilities</u></p> <ul style="list-style-type: none"> • Supports and administers Human Resource services programs in accordance with agency policies and procedures to include: compensation and pay, recruitment, interview and selection, classification, policy and procedure revision, equal employment opportunity, and affirmative action. • Provides customer assistance and information regarding human resource operations to include but not limited to: employee benefits, recruitment (schedules and procedures), policies and procedures, classification, compensation and pay, etc. • Manages key activities for the agency’s recruitment program, including advertisement, application review, consultation, scheduling interviews, and record-keeping.

Human Resource Specialist	
<p>AOC Offers...</p> <ul style="list-style-type: none"> ➤ A comprehensive benefits package, including health, dental, life and long-term disability insurance ➤ Vacation & Sick leave ➤ Shared leave ➤ Family – Medical Leave ➤ Military and Civil leave ➤ Eleven paid holidays per year ➤ A state retirement plan ➤ Deferred Compensation Program ➤ Deferred College Tuition Program (GET) <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: Employment@courts.wa.gov or fax 360-586-4409.</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 Erica Munro, AOC Human Resource Office, at (360) 705-5286 or fax (360)586-4409, or via email to Employment@courts.wa.gov</i></p> <p>SPECIAL NOTE: 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>	<p><u>Key Responsibilities (continued)</u></p> <ul style="list-style-type: none"> • Develops and maintains database systems and spreadsheets for statistical reporting of information used in human resource management. • Prepares and disseminates routine correspondence and notification of change information regarding human resource program and services. • Processes training registrations and completes the data entry of training records into the state personnel/payroll system. • Processes and monitors tuition reimbursement requests. • Responsible for filing and processing confidential material and employee records. • Performs other work as required. <p><u>Qualifications</u> A bachelor's degree involving major study in personnel, public administration, education, social sciences or closely related field AND:</p> <ul style="list-style-type: none"> ▪ Two years of progressively responsible administrative and/or human resource assistant experience. <p>Combination of education and experience to demonstrate a proficient working knowledge of the functions and typical work of the Human Resource Specialist may substitute for qualification requirements listed.</p> <p><u>To be considered for this position, please submit:</u></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: dates and total months/years in each position held for each previous employer. • Completed AOC application form. <p>Application materials will be screened for the purposes of determining who will be selected for an interview.</p>