



## ***Administrative Office of the Courts***

### **HUMAN RESOURCE SPECIALIST**

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#### **Scope of Responsibility**

- 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.
- Reporting to the Human Resources Division Director, this position is responsible for administrative and human resource operational duties that include Human Resource Management System (HRMS) data input and monitoring.
- 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.
- Responsible for organization and completion of assigned duties which are generally complex in nature.
- Works independently with minimal supervision within designated areas of responsibility. Responsibilities are to be performed with a high level of professionalism, confidentiality and sensitivity.

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#### **Essential Activities**

- 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.
- 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.

### **Essential Activities (Continued)**

- 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.
- 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.
- Maintains and reviews human resource manuals including but not limited to, position bench-book, salary survey records, human resource policies and procedures and employee benefit desk manuals used by the Court of Appeals.
- Prepares advertisement copy and other informational material for position recruitment.
- Performs initial review of applications, evaluating education and experience for compliance with minimum qualifications.
- Develops and maintains office procedures, personnel filing and indexing systems and forms; implements changes as appropriate.
- 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.

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### **Key Competencies**

Demonstrates proficient skills and abilities in the following areas:

- Knowledge of: administrative procedures, state payroll system (HRMS) database building, development of spreadsheets, preparation of business correspondence and reports, research and data collection techniques, human resource and employment law concepts, policy and procedures processes, customer service, and effective interpersonal techniques.

### Key Competencies (Continued)

- Perform duties and responsibilities in a highly professional manner, maintain confidentiality, interpret policy, rules and regulations, gather, analyze and prepare reports.
- Establish and maintain effective working relationships with employees, management and public; provide accurate information in the quality delivery of services, interpret and apply laws, communicate effectively both orally and in writing.
- Interact and provide assistance to managers and employees on significant challenges; foster development of interpersonal skills in others; negotiate resolutions to conflict.
- Understand the global perspective and organizational development and behavior; consistently applies leadership principles, conflict resolution, proactive intervention, group facilitation skills, and contract and negotiation skills.
- Facilitate the problem solving process at the organizational level; develops problem solving skills in others; develops collection and analysis methods for statistical or other data; designs, implements and modifies human resource database systems. Problems encountered have high visibility and liability.

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### Qualifications and Credentials

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

- Two years of progressively responsible administrative and/or human resource assistant experience to include:
- A minimum of six months of HRMS data input experience.

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.

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### SALARY RANGE: 52

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

2/07 Revised  
5/04 Established