



Administrative Office of the Courts

HUMAN RESOURCE SPECIALIST

Primary Purpose

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.

Distinguishing Characteristics

Reporting to the Associate Director, Human Resources, this position performs assignments and works independently with general supervision within designated areas of responsibility. Decision-making is carried out in accordance with generally defined guidelines/procedures and occasionally calls for interpretation and application of rules and regulations. Interacts regularly with management and staff throughout Administrative Office of the Courts, the Supreme Court, Court of Appeals and the State Law Library as well as the general public.

Duties and Responsibilities

- Provides customer assistance and information regarding human resource operations
- Performs payroll related duties, including– creating monthly and annual reports from HRMS: salary rosters, cost distribution, position tracking, annual agency diversity data, and other reports as requested. Input monthly PIDs.
- 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/or physical files, and posts on InsideCourts

- Creates and distributes the monthly HR Newsletter for AOC staff as well as the modified newsletter for other judicial branch agencies.
- Create, terminate, maintain, and archive personnel and medical employee, position, and classification files. Maintain I-9 Forms and properly hold for date destruction based on date calculations per federal law.
- Acts as purchasing contact point for HR
- Updates and maintains information on the HR web page
- Updates and maintains the employment boards in the lunchrooms to ensure the most recent federal and state law posters/notifications are posted.
- Coordinates and provides support for the NEO program
- Acts as HR representative and provides program support for the Safety/Wellness Committee activities and acts as the agency Washington Wellness Coordinator.
- Performs employment verifications as needed.
- Other duties as required

Key Competencies

Agency values:

- Integrity
- Honesty
- Accountability
- Teamwork
- Trust
- Respect
- Customer Service
- Communication

Behavioral Competencies:

- Influencing
- Problem solving
- Planning/organizing
- Consulting
- Relationship building
- Tact/diplomacy

Knowledge, Skills and Abilities:

- Ability to develop trust and establish/maintain effective working relationships with management, employees and the public
- Skill in interacting effectively with a wide diversity of clients and customers
- Ability to understand customer expectations and ensure work meets those expectations
- Ability to communicate effectively orally and in writing; ability to communicate proficiently in written reports as well as delivering information in presentations
- Communication skills that facilitate effective, appropriate information exchanges at all levels
- Ability to deal tactfully with sensitive situations
- Ability to maintain confidentiality and privacy
- Ability to identify, analyze and resolve problems in a consultative manner bringing options and recommendations for solutions; skill in making recommendations in consideration of both tactical and strategic outcomes
- Ability to mediate differences and facilitate/negotiate outcomes that meet the needs of all parties
- Ability to multi-task and effectively work on multiple projects simultaneously
- Ability to organize, prioritize and effectively manage assignments to meet productivity standards, deadlines, and work schedules; accepts personal responsibility for the quality and timeliness of work
- Ability to anticipate potential problems/opportunities and adjust plans accordingly
- Ability to exercise judgment and make timely, strategic decisions that are consistent with organizational objectives
- Skill in developing and maintaining databases, extracting information and preparing reports; skill in research and data collection techniques
- Ability to prepare correspondence and informational materials
- Ability to interpret and understand complex rules/policies/regulations/laws and skill to explain them in an understandable way to diverse audiences
- Knowledge of human resource concepts
- Knowledge of AOC human resource policies and procedures
- Knowledge of the state Human Resource Management System (HRMS) and the state payroll system
- Knowledge of compensation and classification practices
- Knowledge of employment law, affirmative action, laws against discrimination and fair-employment inquires
- Knowledge of the Fair Labor Standards Act
- Knowledge of the Americans with Disabilities Act
- Knowledge of worker's compensation rules/regulations
- Knowledge of unemployment compensation rules/regulations

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

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.

SALARY RANGE: 51

- 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).

7/20 Revised, salary adjustment
2/07 Revised
5/04 Established