

Circuit Court for Baltimore City Human Resources Assistant II

The Circuit Court for Baltimore City is seeking a dynamic individual for the position of Human Resources Assistant. The position will assist the Human Resource Officer of the Court in the functional duties and responsibilities in the areas of recruitment, personnel policies and procedures, compensation, benefits, and management of the electronic eTime system. The incumbent will report to the Human Resource Officer of the Court.

Essential Functions

- Assists the Human Resource (HR) Officer in formulating and implementing administrative policies, practice procedures and long-term goals of the Court.
- Performs confidential and special projects, researches, prepares reports and correspondence for approval by Human Resource Officer.
- Assist the HR Officer with advertising and posting of job vacancies; screening application, notifying applicants acknowledging receipt of their applications, and resumes for qualifications and forwarding to appropriate departments for scheduling of interviews.
- Assist in the preparation of human resources letters, memoranda, reports, forms, and documents for all aspects of the Human Resources Management Program. Types, edits letters and memoranda for approval and signatures.
- Assist the HR Officer in conducting exit interviews and ensure all necessary employment termination paperwork is completed to submit to Central Payroll (CP), DHR and Early Retirement Systems (ERS) divisions.
- Maintain human resources files in accordance with policies and procedures.
- Assist with the updating and disseminating personnel policy changes and procedures to all Circuit Court employees.
- Exercises sound independent judgment in screening mail, telephone calls and visitors.
- Perform other related duties as assigned.

Education, Knowledge and Experience

- An Associate's of Arts degree from an accredited college or university.
- Equivalent combination of five (5) years of education and experience, and two (2) years working in a confidential environment.
- Ability to utilize Microsoft Excel, PowerPoint and Microsoft Applications.
- Ability to communicate effectively, both orally and in writing.
- Have strong organizational skills with a keen ability to prioritize and multi-tasks.
- Ability to adhere and meet deadlines.
- Have strong administrative and data management skills.
- Ability to perform at a high degree of independence and discretion.
- Ability to establish and maintain effective working relationships and use professionalism, tact, diplomacy and competency in dealings with judges, attorneys, court and professional personnel, etc.

Compensation:

This is a full-time permanent position with benefits. The annual salary range is \$38,163 to \$45,985

To Apply:

Please submit a cover letter and resume by COB deadline **Friday, July 6, 2018** to:

Kathe Hammond, Human Resource Officer
Circuit Court for Baltimore City
111 N. Calvert Street, Room 244
Baltimore, Maryland 21201
www.baltimorecity.gov