

## Circuit Court for Baltimore City Human Resources Assistant I

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 of Human Resources in formulating and implementing administrative policies, practice procedures and long-term goals of the Court.
- Maintain accurate and up-to-date schedule for the Human Resource Officer.
- Performs confidential and special projects, researches, prepares reports and correspondence for approval by Human Resource Officer.
- Coordinate the scheduling of new employees for New Employee Orientation with the department of Human Resources (DHR) Department of Training and Development.
- Arrange pre-employment drug testing for new employees.
- Assist the HR Officer of the Court 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 of the Court with the-formulation of statistical reports reflecting daily, weekly, quarterly and annual activity in accordance with HR compliance and grant funding.
- Conduct back ground and employment reference checks on potential applicants.
- Notify Program Managers of the new hire.
- Contact applicants to provide status of their applications, prepares offer letter and coordinate start date and complete required forms.
- Assist the Human Resources Officer of the Court 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.
- Assist with the maintenance of 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.
- Attends confidential administrative and operational meetings; organizes, coordinate and monitors the implementation of resultant actions, resolutions and administrative decisions.
- Accompanies the Human Resource Officer of the Court to public and governmental meetings.
- Assist the Human Resource Officer in updating and disseminating personnel policy changes and procedures to all Circuit Court employees.
- Exercises sound independent judgment in screening mail, telephone calls and visitors; provides information or answers to questions not requiring superiors' attention.
- 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.
- Knowledge of the principles and practices of public administration and court environment.
- 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.
- Have well- developed team skills; unquestioned integrity in effectively handling sensitive and confidential HR information and issues.
- 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 \$32,076.00 to \$38,001.00

**To Apply:**

A writing sample will be obtained following the interview.

Please submit a cover letter and resume by COB deadline **Friday, September 30, 2016** to:

MS. Gwen Henderson, Human Resource Officer of the Courts  
Circuit Court for Baltimore City  
Administrative Office  
111 N. Calvert Street, Room 244  
Baltimore, Maryland 21201  
(Please, no telephone calls or email responses)  
[www.baltimorecity.gov](http://www.baltimorecity.gov)

The Circuit Court for Baltimore City is an Equal Opportunity Employer.

**Circuit Court employees are *at-will* employees and serve at the discretion of the Administrative Judge. This means that the employee or the Court may terminate the employment relationship at anytime, with or without cause. The *at-will* relationship remains in full force and effect notwithstanding any statements to the contrary made by court personnel or set forth in any documents, including Baltimore City Personnel Compensation policies.**

**The Circuit Court is committed to maintaining an Alcohol & Drug Free Work Environment. If selected for the announced position, the applicant will be subject to an Alcohol & Drug screening as a condition of employment.**