

Circuit Court for Baltimore City Human Resources Assistant II

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

Essential Functions:

- Assists in formulating and implementing administrative policies, practice procedures, and long-term goals of the Court.
- Performs confidential and special projects, researches, and prepares reports and correspondence for approval by Human Resources Generalist II.
- Assists with advertising and posting of job vacancies; screening applications, notifying applicants, acknowledging receipt of applications/resumes, reviewing applications/resumes, and forwarding to appropriate departments for scheduling of interviews.
- Assists in preparing and processing human resources letters, memoranda, reports, forms, and documents for all aspects of the Human Resources Management Program.
- Assists in conducting exit interviews and ensures all necessary employment termination paperwork is completed to submit to Central Payroll (CP), DHR, and Employee Retirement Systems(ERS) divisions.
- Maintains human resources files following policies and procedures.
- Assists with updating and disseminating personnel policy changes and procedures to all Circuit Court employees.
- Exercises sound independent judgment in screening mail, telephone calls, and visitors.
- Performs other related duties as assigned.

Education, Knowledge, and Experience:

- An Associate 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 the Workday electronic system
- 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 multitask.
- Ability to adhere to and meet deadlines

- Have strong administrative and data management skills
- Ability to perform with 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 starting salary is \$45,127.

To Apply:

This position is open until filled. Please submit a cover letter and resume to:

Ms. Jacqueline Hale
Human Resources Department
Circuit Court for Baltimore City
111 N. Calvert Street, Room 244
Baltimore, Maryland 21202
jacqueline.hale@mdcourts.gov
www.baltimorecity.gov
TTY 396-4930
No phone calls please

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