



Superior Court of the State of California
County of Kings
1426 South Drive, Hanford, CA 93230
(559) 582-1010 Extension 5021

Job Announcement

Human Resources Clerk
Starting Salary: \$30,347

JOB OPPORTUNITY

The Superior Court of Kings County, is accepting applications for a full-time Confidential Human Resources Clerk position located in Hanford.

ESSENTIAL DUTIES include, but are not necessarily limited to:

Interacts and assists staff and the public; answers personnel related questions; reviews and comprehends the Courts Personnel Polices, Memorandum of Understanding(s) and all applicable codes, laws and regulations; prepares and maintains personnel files; gathers and compiles HR survey information; filing of documents in personnel files; responsible for setup and tracking of recruitments; coordinates training sessions; performs data entry for EEO-4 reporting, creates interview schedules, sends recruitment correspondence and makes copies of applications for interview panel; tracks all Leave of Absences and sends COBRA information to employees when applicable; maintains job description manual and sends out updates when applicable; provides injury/illness documents to managers and staff and reports workers compensation claims; orders supplies for the department and maintains supply of forms; prepares packets for orientation of new employees; conducts orientation of new employees; maintains recertification for State Motor Vehicle Program; assists with training program schedules and materials; maintains Organizational Chart; submits new benefit and/or change forms to appropriate agency; tracks and updates performance evaluations and required educational hours; reconciles monthly benefit invoices. (Essential duties may vary from position to position within classifications. Reasonable accommodation will be made when requested and determined by the Court to be appropriate under applicable law. This position may be assigned any other duties as determined and assigned by the Court Executive Officer or his designee.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of High School Diploma or G.E.D. Minimum two (2) years of clerical experience, preferably in a Court setting, proficient in Word and Excel, and one (1) year work experience in Human Resources. Any combination of experience, education, and training acceptable to the Court Executive Officer may substitute for the minimum qualifications. Preferred: Associate degree from an accredited college.

Knowledge and Abilities:

General principles and practices of public/private personnel functions which may include but not limited to recruitment, position classification, compensation and employee relations; or other aspects of personnel, Word/Excel computer programs. Communicates effectively, understand, interpret and apply personnel laws, rules, regulations and policies; gather and evaluate data and prepare meaningful, concise and accurate written and oral reports; communicate effectively both orally and in writing; establish and maintain positive work relationships with others at all organizational levels; initiate, plan and complete assignments with supervision.

SPECIAL REQUIREMENTS

Must possess a valid California Class 'C' driver license. Ability to qualify for a security clearance through fingerprinting, traffic and criminal record background investigation, random drug testing. Ability to sit for extended periods; frequently stand and walk; normal manual dexterity; eye-hand coordination; lift and move objects weighing up to twenty (20) pounds; use of office equipment, including computer, telephone, calculator, copier and fax machine. Travel will be required outside of Kings County to attend meetings, conferences, and trainings.

BENEFITS:

The Court offers a benefit package to its regular full-time and part-time employees (pro-rated) which include 13 Court approved holidays; accrued sick/vacation (accrual based on hours worked, minimum 2 weeks/year); a Flexible Benefit Plan to purchase a variety of health insurance plans and related benefits such as Medical Insurance, Dental Insurance, Vision Insurance, Deferred Compensation, Administrative Leave, Medical Reimbursement, Childcare Reimbursement, Life Insurance, Cancer Policy, and Short-term/Long-term Disability. A Retirement Plan [2% at age 62] is offered through the California Public Employees Retirement System [P.E.R.S.]. An Employee Assistance Program is also provided

CLOSING DATE:

Thursday, January 28, at 4:00pm.

Application materials must be submitted in person or by mail by the filing due date. A résumé or faxed/emailed application cannot substitute for an original Court application.

The Court Application is available on-line at our website: www.kings.courts.ca.gov. For further information or to receive an application in person or by mail (applications only mailed out to individuals residing outside of Kings County), please contact:

Superior Court of Kings County
Attn: Human Resources Division
1426 South Drive
Hanford, CA 93230
(559) 582-1010 Extension 5020
www.kings.courts.ca.gov

EOE/AA Employer

[This is not an offer of employment by the County of Kings or State of California]