



**Superior Court of the State of California**  
**County of Kings**  
**1640 Kings County Drive, Hanford, CA 93230**  
**(559) 582-1010 Extension 6021**

**Job Announcement**

**Human Resources Technician I**

***Starting Salary: \$42,452***

**JOB OPPORTUNITY**

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

**ESSENTIAL DUTIES include, but are not necessarily limited to:**

Reviews and revises job specifications; obtains background occupational and job information; conducts classification desk audits; makes position allocation, classification and salary recommendations; carries out long-range classification maintenance assignments; maintains job description manual and sends out updates when applicable; develops class concepts based on job studies; gathers, tabulates and analyzes salary data required in for the maintenance of the compensation plan; conducts studies of internal class relationships for compensation purposes and makes appropriate recommendations; plans and conducts studies involving personnel functions of departments, positions, recruitments or other areas; prepares recruitment and examination materials; makes presentations to individuals and/or groups regarding Court employment; reviews applications for examinations and rates education and experience qualifications; conducts interviews, oral examinations and performance tests; confers with Human Resources Officer on classification, pay equity, employee relations, disciplinary and other personnel matters; evaluates appeals, grievances and other complaints, conducts investigations and recommends resolutions; interprets personnel rules, policies and regulations to departments, employees, applicants and other interested parties; prepares correspondence and reports; may supervise subordinate staff; reviews personnel policies; prepares and maintains personnel files; filing of documents in personnel files; responsible for setup and tracking of recruitments; performs data entry for EEO-4 reporting, sets up interview schedules, sends letters to applicants and makes copies of applications for interview panel; tracks all Leaves of Absences and meets with employees to discuss Leave of Absence options; prepares packets for orientation of new employees; conducts orientation of new employees; assists with training program schedules and materials; responsible for preparation of Newsletter for employees; maintains recertification for State Motor Vehicle Program; maintains Organizational Chart; maintain file and binder of job announcements from other government agencies; prepare and process billing statements monthly for payment; and submits new benefit and/or change forms to appropriate agency. (Essential duties may vary from position to position within classifications but will perform all related duties as assigned. 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 designee.)

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

Equivalent to graduation from a two-year college or university with a degree in public, personnel, business administration or a related field. (Two years of work experience may substitute for degree.) Minimum three (3) years of clerical experience, preferably in a Court setting, proficient in Word and Excel, and two (2) years work experience in Human Resources. Any equivalent combination of training, education, and experience which demonstrates possession of and competency in requisite knowledge and abilities as determined by the Court Executive Officer.

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’s license. Ability to qualify for a security clearance through fingerprinting, traffic and criminal record background investigation, random drug testing and regular TB 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; verbal communication; use of office equipment, including computer, telephone, calculator, copier and fax machine. Travel may be required outside of Kings County to attend meetings, conferences, and trainings.

**BENEFITS:**

The Court offers a benefit package to its regular full-time (pro-rated if not hired at the beginning of the plan year) 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, Dependent Care Reimbursement, Life Insurance, Cancer Policy, and Short-term/Long-term Disability. A Retirement Plan is provided [2% at age 62] through California Public Employees Retirement System [P.E.R.S.]. A Classic P.E.R.S. Member Retirement Plan is offered [2% at age 55] only if the employee does not have a six-month break in service as a previous CalPERS member or retirement plan member that is reciprocal with P.E.R.S. An Employee Assistance Program is also provided

**CLOSING DATE:**

***Open Until Filled***

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

The Court Application is available on-line at our website: [www.kings.courts.ca.gov](http://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 the State of California,  
County of Kings  
Attn: Human Resources Division  
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Hanford, CA 93230  
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**EOE/AA Employer**

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