

***HUMAN RESOURCES TECHNICIAN- CONFIDENTIAL***

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**DEFINITION**

Under general supervision, performs a wide variety of technical personnel work for the Courts by assisting personnel analysts or other clerical duties in support of court human resources programs; administers an assigned area of the Court's recruitment and certification system; maintains a variety of personnel records, and does other related work as required.

**DISTINGUISHING CHARACTERISTICS**

Employees in this classification contribute to the development or implementation of the Court's employee relations policies and will, in the course of their duties, have access to information relating to the Court's administration of employer-employee relations.

**TYPICAL TASKS**

Logs in and reviews applications for employment for completeness and accuracy; audits application materials for minimum requirements and to verify if applicant has complied with requirements of individual position recruitments; schedules and meets with new hire employees to review new hire paperwork and answer questions; notifies various departments and individuals of new hire date and required position information; maintains a wide variety of personnel records and reports including Court evaluation due report; notifies supervisors of due dates for performance evaluations and processes completed evaluations and salary increases; consults with and advises employees on Court personnel rules, standards, policies and procedures; distributes and processes annual medical open enrollment material; may also be required to conduct special studies and projects and prepare reports relating to a variety of personnel programs and activities; reviews and processes employee time keeping records and creates reports pertaining to employee attendance for manager information.; compiles data; prepares reports and correspondence; operates a variety of office equipment including personal computers, fax and copy machines.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Principles and practices of personnel record keeping and administration; recruitment and selection processes.

**Ability to:**

Learn, understand, interpret and apply personnel laws, rules, regulations, standards and procedures; collect data, analyze it objectively, present it clearly and prepare sound recommendations and reports; learn to develop, administer and analyze selection processes; establish and maintain cooperative relationships with Court judicial officers, administration and employees and the general public in carrying out personnel programs; speak and write

effectively.

## **EXPERIENCE/EDUCATION**

Either A: Completion of two years schooling in an accredited college or university in Personnel Administration, Business Administration, Public Administration or a closely related field; Or B: Two years of clerical experience performing personnel duties in a public agency.