



SUPERIOR COURT OF CALIFORNIA COUNTY OF MERCED

JOB ANNOUNCEMENT #13-3

Human Resources Technician-Confidential **This is an At-Will position**

OPEN RECRUITMENT

Salary Range: Human Resources Technician
\$1,457.60 biweekly to \$1,772.00 biweekly
(\$3,158.13 to \$3,839.33 monthly equivalent)

Filing Deadline: **4:30 p.m. March 1, 2013 Actual Receipt**

Submit: All applications for employment must be made on an official application form and must be filed with Human Resources on or prior to the closing date and time for receipt of applications. A resume may be included with the application as supplemental information, but will not be accepted in lieu of an official application. All information on the application must be completed – “see resume or see attached” is not acceptable. Faxed applications will not be accepted.

Essential Functions: **The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Greets, screens and directs individuals over the phone and in person; provides information regarding policies and procedures of the court. Handles and manages information that must remain confidential; prepares documents and records actions to be taken on sensitive matters including employee relations and bargaining information; establishes and maintains office files and records; maintains statistical information; duplicates documents, reports and other materials; assembles materials and documents needed for mailings; prepares speeches and speaking notes from direction; prepares presentations. Schedules and coordinates events, meetings, and appointments on and off site for staff; sets-up events and meetings; contacts participants; reserves rooms on and off site; prepares notices and agendas; assembles materials and documents needed for such meetings; procures food and beverage items, serving pieces, utensils and decorations for meetings. Responds to requests for information including employment verification; gathers background information; conducts research on a variety of issues; receives and resolves problems and complaints; answers incoming calls; sorts and distributes mail as needed; performs related duties. Operates basic office equipment including a computer, copier, fax machine, postage machine, scanners, printers, and related equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software. Prepares a wide variety of documents, reports, forms, complex correspondence, memoranda, contracts, and rules from rough drafts and dictation/transcription; composes documents with brief instruction and direction; review and correct documents for accuracy, completeness, and conformity with applicable laws, policies, and procedures. Tracks continuing education requirements for employees. Prepares and maintains routine personnel transactions, employee recruitment and selection records, and other statistical personnel information. Reviews personnel transactions for completeness, accuracy, and compliance.

Assists employees, managers and supervisors with questions regarding personnel procedures and information related to personnel transactions, benefits, salary resolution and personnel rule application. May assist in the planning and execution of recruitment activities including publicity development and dissemination and evaluation of applications for completeness and acceptability. May assist with and/or conducts new hire paperwork, new employee orientation and separations of employees. May assist with various finance/accounting duties such as performing complex court financial accounting work which involves analyzing data, interpreting directions, procedures and regulations as directed. Assist with expensing payroll and performing payroll audits as directed. Process payroll, as directed. Attend training as offered and/or directed. Train and assist co-workers. Travel to off-site courts, as needed. Other duties, as assigned.

Education and Experience Required:

Educational level equivalent to a high school diploma or GED. AND Three (3) years of clerical work experience which includes at least two (2) years of human resources. Consideration may be given, at the discretion of the court, for substitution of college level education in lieu of the two (2) years of the specialized work experience.

Knowledge of:

- Business correspondence;
- General office practices;
- Filing and record keeping methods;
- Customer service, receptionist and telephone techniques;
- Correct English usage, spelling, grammar, and punctuation.
- Basic accounting principles and practices.

Skill/Ability to:

- Understand and interpret written policies and procedures;
 - Understand and follow written and oral instructions;
 - Organize and prioritize own work in order to meet deadlines;
 - Function under minimal supervision, exercising sound judgment in making independent decisions.
 - Establish and maintain effective working relationships with those contacted in the course of the work;
 - Communicate effectively, orally and in writing;
 - Read and write at a sufficient level to perform work. Type accurately at a speed exceeding 45 wpm or more (sufficient to perform the duties of the position); typing certificate may be required.
 - Understand and operate a variety of office equipment and business computer software including word processing, spreadsheet and database applications;
 - Apply office procedures and rules;
 - Prepare a variety of general and statistical documents and correspondence;
 - Maintain confidentiality of information;
 - Be dependable, punctual and have good attendance.
 - A valid class C California driver's license may be required. The requirement will be reviewed on a position basis in accordance with ADA regulations.
 - Successfully complete a Criminal Record Background Check.
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- **Desired** knowledge, skills and abilities:
 - Basic accounting procedures.
 - Payroll processing experience.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data, and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness, and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Apply:

Applications may be obtained from and submitted to:

Merced Superior Court
Human Resources
627 W. 21st St., Room 20
Merced, CA 95340
(209) 725-4103

Or from our Website www.mercedcourt.org

Posted: 2/15/13

Merced Superior Court is an Equal Opportunity Employer



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF MERCED**

HUMAN RESOURCES TECHNICIAN - CONFIDENTIAL

SUPPLEMENTAL QUESTIONNAIRE

Applications and supplemental questionnaires will be evaluated in order to select a limited number of the most qualified applicants who will continue in the selection process. Please answer each question below and attach additional sheets if necessary. Please type or handwrite your answers in ink.

Name: _____ Date: _____

1. Please list details of your Human Resources work experience. When describing the duties, indicate your level of responsibility.

2. What does Confidentiality mean to you in relationship to a Human Resources position?.

3. Please detail your Human Resources experience in a public employment position or union environment.