



Ninth Judicial Circuit Court of Florida

Vacancy Announcement

Human Resources Specialist I

The Ninth Judicial Circuit Court is a progressive trial court in Central Florida where employees make a difference. Our team of court professionals is richly diverse, with unique perspectives and ideas. We encourage teamwork and individual contribution and pride ourselves on changing attitudes and doing things better. We're always interested in dynamic individuals who enjoy innovation, new ideas and the opportunity to serve others while leading the way to the court of tomorrow.

Position details

Position #: 22010147

Closing date: Open until filled

Education: Bachelor's Degree

Type: Full -Time

FLSA: Non-Exempt

Shift: Day

Salary: \$35,749.20

Location: Orlando, FL

Relocation: Not Available

To apply: [Human Resources Specialist I | Ninth Judicial Circuit Court of Florida \(ninthcircuit.org\)](https://www.ninthcircuit.org)

Position description

The Ninth Circuit Court seeks a Human Resources Specialist I to provide essential HR related day-to-day administrative support to the Human Resources Department in an organization of over 350 staff and judges. This position will serve as a department liaison to all stakeholders while assisting the department with employee relations issues to include recruitment; processing of FMLA (Family Medical Leave Act) inquiries; supporting employee benefit enrollment, maintaining employee records and generation of various reports, and providing general guidance to management and staff on employee policies and job area responsibilities.

This role will conduct the onboarding and off boarding processes for multiple funding sources. Update and manage HRM database personnel files, and prepare and submit personnel action requests and change notices.

The ideal candidate will bring to the position excellent verbal and written communications skills, experience in a Human Resources, a general knowledge of database management, spreadsheet creation and other office clerical skills and a strong willingness to learn and grow. Must be able to cope with frequent changing priorities and deadlines with a high degree of professionalism and collaboration. The position requires the ability to handle sensitive matters with integrity and confidentiality and a working knowledge of employment law, FMLA, and Workers Compensation. The chosen candidate will have the demonstrated ability to exercise independent judgement and interact professionally in maintaining effective working relationships with judicial officers and their staff, coworkers, government officials, and the public.

This position works under general supervision independently developing work methods and sequences. One year of related work experience in Human Resources preferred. Bachelor's degree in Human Resources, public or business administration, or a closely related field preferred. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis. Additional relevant education may substitute for the recommended experience on a year-for-year basis.

Equal opportunity employer

The Ninth Judicial Circuit Court is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, or disability. Persons with a disability needing an accommodation for the application/selection process should notify Human Resources (407) 836-2261 prior to the application deadline. If you are hearing or voice impaired, call 711.

Benefits

The Ninth Circuit is a unique organization, rich with diversity and unlimited opportunity. Depending on certain circumstances, OPS employees may also be eligible for:

- Affordable Health Benefits
- Optional Vision, Dental, Life and Supplemental Insurance
- Multiple Deferred Compensation Options
- Tax Favored Spending Accounts
- Employee Assistance Support
- Ongoing Training and Growth Opportunities