



Administrative Office of the Courts

JOB OPPORTUNITY BULLETIN

STATE-FUNDED POSITION

Posting Date: April 8, 2024

Closing Date: April 22, 2024

POSITION TITLE: Human Resources Specialist II
MINIMUM ANNUAL SALARY: \$42,783.96
FLSA STATUS: Excluded

DEPARTMENT: Human Resources
PAY GRADE: 34 **POSITION #** 010483

SUMMARY: The Human Resources Specialist II will perform a variety of administrative functions for the Human Resource Department. The position is responsible for the management of personnel files, records, and data; provides support for the benefits and recruitment programs; prepares and processes Thirteenth Circuit criminal background checks; creates, reviews, maintains, and submits reports; and serves as the liaison to Human Resources inquiries.

MINIMUM QUALIFICATIONS:

- **EXPERIENCE:** Two years of related experience in human resources or personnel administration.
- **EDUCATION:** Bachelor's degree in human resources, public or business administration, employment law or a closely related field.

ESSENTIAL DUTIES:

- Responsible for maintenance and administration of employment files to include preparation of new hire, separation, I-9, medical, FMLA and worker's compensation files.
- Perform and process all Judicial Information System (JIS) background checks for applicants, contractors, and interns; maintain dissemination log.
- Oversee human resource email account; screen department telephone calls and visitors; provide information and forms, resolve issues, and direct questions to proper personnel.
- Assist with support of the human resources information system (HRIS) to include data entry, processing internal requests, creating and running reports, and management of spreadsheets.
- Provide support with recruitment activities, job bulletins, candidate maintenance, interviews; and prepare offer letters.
- Provide support with employee benefit programs, program maintenance; assist with new hire orientation and annual open enrollment.
- File all Personnel Action Requests (PAR) and update employee history sheets in employment files.
- Process annual archiving of personnel files, records, and documents in accordance with State Court System retention schedule.
- Initiate record center retrieval process for archived files; copy and redact personnel files in response to public record requests.
- Maintain and update human resources forms, order supplies, update EEO posters and other reference materials.
- Process employee changes, distribute and file annual W-2 earning statements.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to become JIS certified, and process and interpret criminal background check results.
- Knowledge of the human resources software and systems to include Oracle, PeopleFirst, Sage, Florida Retirement System (FRS) and Attendance Reporting System (ARS).
- Proficient in Microsoft Office.
- Aptitude to communicate clearly, concisely, and logically, both verbally and in writing.
- Propensity to use utmost discretion when handling confidential information.
- Incumbent must be professional in all regards.

BENEFITS PACKAGE: Paid vacation, sick leave and holidays, comprehensive health insurance and life insurance with accidental death and dismemberment benefits, supplemental dental, vision, life, disability and hospitalization insurance,

promotional opportunities, Florida Retirement System (FRS) eligibility, tuition-free college courses, 457 Tax Deferred Retirement Plan.

TO APPLY: Submit 1) cover letter, 2) resume, 3) current [State of Florida Application and Addendum](#) (located only at www.fljud13.org) in (1) PDF file via email to recruiting@fljud13.org. **APPLICATION PACKETS MUST INCLUDE THE 3 REQUIREMENTS ABOVE TO BE SCREENED FOR POTENTIAL INTERVIEW.**

NOTICE: Please note that future vacancies in this same classification may be filled as a result of this recruitment. Applicants will be subject to E-verify and a criminal background check. We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Requests for ADA accommodation to participate in the application/selection process should be directed to (813) 272-6330.