



MONTGOMERY COUNTY

COMMON PLEAS COURT - GENERAL DIVISION

POSITION DESCRIPTION

Human Resources Officer

Department: Court Administration
Section: Human Resources
Reports To: Human Resources Supervisor
Employment Status: Full-time
Work Schedule: 40 hours per week
FLSA Status: Non-Exempt
Civil Service Status: Classified
Pay Grade: 7

This position description sets out the essential duties and responsibilities of the position, details the knowledge, abilities, skills, licenses, certifications, education, and experience necessary to be successful in the role, and lists the equipment normally operated by, scope of supervision, and usual physical demands on the incumbent.

POSITION SUMMARY:

The Human Resources Officer serves in the Court Administration Department and reports to the Human Resources Supervisor.

The Human Resources Officer is responsible for overseeing the recruiting, onboarding and offboarding of court personnel; assisting in investigative processes; and developing and organizing employee events.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities of the position are as follows:

- Recruits and onboards all non-judicial personnel, including posting for position vacancies; tracking receipt of applications; working with hiring managers to select applicants for interviews; and coordinating the interview process for applicants.
- Ensures that all forms, processes, selections, and placements in the hiring process are accurate, complete, and in compliance with all court policies and procedures.
- Develops and implements all non-judicial employee orientations, including an introduction to pertinent policies and procedures, including leave, benefits, and corrective action; oversees the off-boarding of all employees.
- Assists the HR Supervisor in the development and implementation of all judicial orientations, including pertinent policies, procedures, leave, benefits, and court procedures.
- Assists the HR Supervisor in the corrective action process, including the preparation of paperwork, assisting management and employees, and ensuring that all relevant policies and procedures are followed throughout the process.
- Assists the HR Supervisor in investigative processes, as required, regarding all complaints and allegations of non-compliance with court policies and procedures.
- Maintains employee records, including employee listings and/or rosters, salary schedules, position descriptions, FMLA documentation, and disciplinary matters.
- Chairs the employee events committee.
- May serve as the lead human resources staff person in the absence of the Human Resources Supervisor.
- Participates in training opportunities, court activities, projects, and committees as requested or required.
- Completes other duties and responsibilities as required.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

- **Knowledge of:** human resources principles and practices; general office practices and procedures; court system practices and procedures; office practices and procedures; grammar and sentence structure; spelling and punctuation; and administrative and office management.
- **Ability to:** apply human resource principles to practical work situations; establish and maintain effective working relationships with associates and job contacts; maintain good public relations as court representative; exercise sound judgment in relieving management of administrative functions.
- **Skill in:** analyzing information against established standards; operating a computer and general office equipment; application of job software programs, including spreadsheets and word processing; general typing.

GENERAL EXPECTATIONS OF ALL COURT EMPLOYEES:

All court employees are expected to stay current in their areas of technical expertise; maintain attention to detail; exhibit good organizational skills; work effectively on own initiative and by cooperating with others; engage in active listening; speak and write clearly and concisely; demonstrate good manners, friendly demeanor, and professional behavior; uphold the policies, procedures, and practices of the court; maintain the confidentiality of sensitive and privileged information; and represent the court with honesty and integrity.

EDUCATION AND EXPERIENCE QUALIFICATIONS:

The position requires an appropriate combination of formal education, additional training and courses, and work experience. There is not an exact level or mixture of these elements to indicate one will necessarily be successful in, or qualify for, the position.

For example purposes only, an acceptable combination of qualifications for the position would include a bachelor's degree in human resources, public administration, business administration or related field and three years of human resources experience in a professional environment.

LICENSURE OR CERTIFICATION REQUIREMENTS:

A valid state of Ohio motor vehicle operator's license is required in order to carry out job-related essential functions. Private insurance is required if private vehicle is employed for job-related functions.

SCOPE OF SUPERVISION:

The position requires no supervisory duties or responsibilities.

EQUIPMENT OPERATED:

Vehicle, computer, calculator, copier, fax, telephone, and other general office equipment.

WORK ENVIRONMENT AND USUAL PHYSICAL DEMANDS:

The following physical demands are typically exhibited by the incumbent performing the requirements of the position. These physical demands are not, and should not be construed to be, job qualification standards. They are illustrated to help the court, incumbent, and applicant for the position identify reasonable accommodations that may need to be made when an otherwise qualified person is unable to perform the job's essential functions because of a recognized disability covered by, and in accordance with, the requirements of the Americans with Disabilities Act.

While performing duties of this job, the employee regularly exhibits digital dexterity and eye-hand coordination when performing typing and other tasks. The employee frequently sits for extended periods of time, and occasionally stands and walks. Employee converses verbally with others in person and by telephone. Vision demands include close, relatively detailed vision when typing and using a computer screen. Job may involve operating and sitting in a vehicle.

This position description in no manner states or implies, and should not be construed as stating or implying, that it is a complete or exhaustive listing of the duties, responsibilities, qualifications for, and requirements of, an incumbent filling the position. The incumbent may be required to follow additional instructions and perform other duties required by a supervisor or designee.

The provisions of this position description do not constitute a contract, expressed or implied, and any provision contained in this description may be modified or revoked without notice.

Effective date: 1.1.23