

JOB DESCRIPTION

DIRECTOR OF HUMAN RESOURCES

I. **STATEMENT:** This position is one which demands the utmost discretion in dealing with sensitive and confidential matters. Good, sound judgment is an absolutely essential requirement.

II. **QUALIFICATIONS:**

- A. High school graduate is required. The completion of at least two years of full-time post-secondary education at an accredited college or university is preferred. A minimum of three years substantive supervisory and administrative experience in a moderately to highly complex organization may be substituted for the preferred educational requirement
- B. Excellent typing and computer skills (proficiency in operating a personal computer and using Microsoft Office products including Word, Outlook and Excel)
- C. Good verbal and written communication skills
- D. Demonstrate good organizational skills with attention to detail and ability to multitask
- E. Projecting a positive Court image through cooperation and accommodation of the public and staff
- F. Demonstrated dependability, reliability and excellent attendance record
- G. Ability to prioritize work, work independently without daily supervision, perform a variety of duties and manage a variety of projects simultaneously in a high pressure atmosphere under sometimes severe time constraints.

III. **RESPONSIBILITIES:**

- A. Maintain grant accounting packages, pay-in ledger and invoices
- B. Maintain personnel related files including: payroll, attendance records, new hires, termination and unemployment paperwork and insurance
- C. Comprehensive Annual Financial Report (CAFR) and Court's Annual Report
- D. Maintain Court databases and directories
- E. Other responsibilities as determined by the Judge and Director of Administration