

April 26, 2024

JOB VACANCY ANNOUNCEMENT

**ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS
3101 Old Jacksonville Road
Springfield, IL 62704**

Applicant may be required to submit additional material or complete job specific tests for this position.

POSITION:	Human Resources Generalist
DIVISION:	Human Resources Division
SALARY:	Starting salary \$64,980
BENEFITS:	An attractive judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time.
REPORTING RELATIONSHIP:	Human Resource Manager

ESSENTIAL DUTIES: The Human Resources Generalist performs a variety of human resource activities, including recruiting, hiring, timekeeping, leave administration, and record-keeping and reporting. This position works under the guidance of the Human Resource Manager.

FUNCTIONS INCLUDE:

- Reviews attendance records for accuracy and contacts administrative authorities to reconcile issues, assists with entering and checking time used in HR/Payroll system. Reports any unpaid leave or dock days. May assist with quarterly and annual leave balance reporting.
- Assists with recruitments, including the creation and dissemination of vacancy announcements both internally and externally, responds to applicants, performs reference checks, arranges and administers testing sessions, schedules and participates in interviews, and creates and maintains recruitment records.
- Generates vacation payouts using HR/Payroll system.
- Drafts and updates job descriptions and maintains classification-related documents.
- Calculates employee's leave benefits and answers questions concerning employee's balances and leave policies.
- Assists Human Resource Manager with leave administration, including tracking, recordkeeping, and communication.
- Maintains Equal Employment Opportunity (EEO) information and generates reports for the Human Resource Manager's review.
- Processes Personnel Action Requests (PARs) in the HR/Payroll System and maintains related electronic records within the Human Resources Division.
- Assists with Continuous Service Date calculations and inter-agency transfer requests.
- Assists with judicial and non-judicial officer Statement of Economic Interest filings. Tracks individuals covered by statute, prepares and mails required correspondence, and coordinates annual reporting requirement with the Supreme Court Clerk's Office and the Illinois Secretary of State's office.
- Provides back-up assistance tracking judgeship terms and election data.

- Notifies the Illinois Secretary of State's Office, the Illinois State Board of Elections, and the Judicial Management Information Services Division of judicial officer changes.
- Assists with calculating and checking judicial retention rates.
- Maintains confidential employee databases and physical and electronic files. Manages record retention requirements for human resource documents.
- Generates a variety of letters and memos for the Human Resource Manager, Director and Deputy Director, Human Resources.
- Performs research on human resource topics and provides findings to Human Resources leadership.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE: A bachelor's degree in human resources, business, or other related field plus one year of human resources experience or equivalent combination of education and experience is required.

Candidate must have strong attention to detail; excellent organizational, time management, and interpersonal skills; knowledge of and experience using Microsoft Office; exceptional verbal and written communication skills; and the ability to maintain high standards of confidentiality and respond to change productively.

PHYSICAL REQUIREMENTS: This position requires the ability to sit for extended periods of time. This is a professional office working environment, requiring telephone usage and the ability to process written documents. Applicant must have the ability to travel and possess a valid Illinois driver's license and demonstrate proof of automobile insurance to operate a personal vehicle on state business, as well as maintain a safe driving record. Occasional overnight travel is required.

Interested individuals should submit - via email - a letter of interest, resume, and completed [Judicial Branch Employment Application](#) to:

courtempoyment@illinoiscourts.gov

This position will remain open until filled. However, those individuals submitting materials by Friday, May 17, 2024, will be given first consideration.

EQUAL OPPORTUNITY EMPLOYER