

January 26, 2023

**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.*

<b>POSITION:</b>	Human Resource Assistant
<b>DIVISION:</b>	Human Resources Division
<b>SALARY:</b>	Starting salary \$45,003, salary at time of hire to be commensurate with experience
<b>BENEFITS:</b>	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.
<b>HOURS OF WORK:</b>	8:30 a.m. – 5:00 p.m.
<b>REPORTING RELATIONSHIP:</b>	Human Resource Manager

**SUMMARY:** The Human Resource Assistant provides administrative support to the Human Resources Division.

**ESSENTIAL FUNCTIONS:**

- Performs administrative duties, including screening and routing incoming telephone calls, processing incoming electronic and hard copy mail, assisting with regular and annual mailings, composing written correspondence, and arranging travel for Human Resource staff.
- Converts paper documents to electronic files by scanning, naming, and organizing according to protocol.
- Creates, maintains, and secures, confidential records, reports, and files, and corresponding electronic back-up digitized file system.
- Receives and reviews judicial branch time sheets for completeness and accuracy, investigates any timekeeping issues and contacts administrative authorities to obtain or verify information; maintains electronic timekeeping files.
- Assists with recruiting by producing vacancy announcements, posting vacancies to external sources, responding to applicants, and creating and maintaining applicant lists. Assists in preparing, administering, and scoring test materials for prospective employees.
- Tracks and maintains records of employee participation and acknowledgement for trainings, policy updates, and evaluations.
- Processes purchase requisitions and invoice vouchers for subscriptions, equipment, travel, and supplies.
- Maintains Human Resource Division's equipment and library inventories.
- Maintains employee confidence and protects operations by keeping Human Resource information confidential.
- Performs other duties as assigned.

**EDUCATION AND EXPERIENCE:** An Associate's degree in human resources, business administration, or a related field and a minimum of two years' experience in office support, preferably in a human resources or legal office environment. Experience may be substituted for the education.

**KNOWLEDGE AND SKILLS:** Candidates must possess a strong attention to detail; excellent organizational, time management, and interpersonal skills; proficiency using Microsoft Office; stellar verbal and written communication skills; 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. Applicant must have the ability to file and retrieve files accurately. This is a normal office working environment requiring telephone usage and ability to process, file, and retrieve files accurately. Applicant must 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.

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

[courtemployment@IllinoisCourts.gov](mailto:courtemployment@IllinoisCourts.gov)

**This position will remain open until filled. However, those individuals submitting materials by Friday, February 10, 2023, will be given first consideration.**

**EQUAL OPPORTUNITY EMPLOYER**