

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Job Description

**Job Title:** Human Resources Assistant  
**Job Code:** 8315  
**Pay Grade:** 31  
**FLSA Status:** Non-Exempt



### **PURPOSE OF CLASSIFICATION:**

Provides clerical support to the Human Resources Division of the Superior Court by preparing, processing, and maintaining personnel records. Greets employees who come for assistance and performs customer service functions such as providing forms and answering questions.

### **ESSENTIAL FUNCTIONS:**

- Codes, enters, updates, retrieves and proofreads data using automated and manual information systems.
- Establishes and maintains confidential human resources files and materials.
- Opens, stamps, sorts and distributes incoming mail and applicant packets.
- Picks up and delivers personnel documents to court and county offices on a daily basis.
- Responds to public and staff inquiries concerning work unit procedures, policies, activities and services, and researches information as needed.
- Prepares employee identification cards.
- Sorts, collates and distributes paychecks.
- Stocks and maintains human resource forms, paperwork and applicant packets, and reorders as necessary.
- Initiates new employee enrollment by preparing new-hire files and paperwork.
- Assists employees with paperwork for address, name, and routine benefits changes.
- Composes and/or drafts correspondence, memoranda, emails and other documents.
- Collects and prepares Judges Certification forms for review and processing.
- Maintains personnel related resource library and research materials.
- Receives job applications and responds to questions regarding process.
- Scans applications and other materials into automated applicant tracking system.
- Prepares, copies and distributes applicant packets, job announcements and other related human resources materials.
- Maintains the job posting board, and assures all announcements are current.
- Schedules applicants for interviews and testing processes.
- Operates office equipment such as personal computers, photocopiers, document scanners, cameras, laminators and facsimile machines.

**ADDITIONAL RESPONSIBILITIES/ DUTIES:**

- May serve as backup to front desk receptionist.
- Performs a variety of short-term projects and requests for assistance as required.
- Files and maintains materials in support of preparing the annual department budget.
- Performs related projects and duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of general office procedures, practices, and file maintenance.
- Must have knowledge of basic human resource principles and practices.
- Must have skills in preparing, formatting, and editing various documents using a desktop computer.
- Must have the skills to enter and proofread data into an automated system.
- Must have the ability to communicate effectively with coworkers and the public.

**MINIMUM REQUIREMENTS:**

A High School diploma or equivalent GE.D certificate and two years of clerical experience performing tasks such as typing, filing, working with computers in data entry and/or word processing, and using a variety of office equipment. Preference may be given to those with human resources work experience. OR any equivalent combination of experience, training and/or education approved by Human Resources.

**LICENSES AND CERTIFICATES:**

None required.

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

**DISTINGUISHING CHARACTERISTICS:**

This is a classified position that reports to the Manager, Human Resources. The incumbent performs duties under general supervision and has no lead or supervisory responsibilities.

Date: 11/5/97

Revised: 03/96; 03/22/02; 01/20/04