



Human Resources Generalist

Starting Salary Range: \$19.81/hour
Department: Court Administration
Location: York, PA (York County)
Posting Date: 6/24/24-7/24/24

Description

In collaboration with the Court's Human Resources Deputy Court Administrator, this position performs various generalist duties associated with workforce development including recruitment, training, and the administration of the Court's policies and, procedures and personnel management.

Essential Duties and Responsibilities

- Assist with the administration of Court HR and County policies, procedures, and union contracts.
- Prepare and post job openings and assist with recruitment.
- Monitor and track support staff performance evaluations.
- Review and distribute employment applications and pre-employment assessments.
- All duties associated with new employee onboarding.
- Employment verification.
- Payroll time-keeping entry and verification.
- Perform a wide variety of confidential administrative duties.

Essential Requirements

- Requires a minimum of a high school diploma with knowledge of general business procedures. Previous related work experience of three (3) years or advanced training in Human Resources is required, or the equivalent.
- Must be computer literate and proficient in standard business applications.
- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively, orally and in writing.
- Excellent interpersonal skills and ability to handle sensitive situations with tact and professionalism.
- Knowledge of policies and procedures in compliance with federal, state, and local regulations.
- Maintain current Human Resource regulatory knowledge and ensure adherence to both Court and York County policies and procedures and union contracts.

How to Apply

- Submit your resume and letter of intent to Billa R. Jamison, Deputy Court Administrator, Human Resources
- BRJamison@YorkCountyPA.gov