Court of Appeals, Division One

Human Resources Generalist/Coordinator
Salary: $48,000 to $58,000 DOE

The Court of Appeals, Division One is seeking an individual with a background in Human Resources (HR) who enjoys working on a wide variety of tasks and projects. The position will be responsible for supporting an organization of just under 100 individuals.

Essential Functions:

- This role is directly responsible for the overall administration, coordination, and evaluation of the HR function.
- Keeps records, maintains files and HRIS entries on personnel action forms in a timely fashion.
- Performs customer service functions by answering public/employee requests and questions.
- Assists with recruitment, interview process, and onboarding including background checks and compliance with I-9 verification process.
- Interprets and communicates to staff, revises and assists in the development and implementation of HR policies and procedures in compliance with federal and state employment laws.
- Serves as liaison between employees and state benefits department to resolve benefit related problems.
- Serves as liaison between employees and payroll department to resolve payroll related problems.
- Keeps management advised of potential problem areas and recommends/implements solutions as appropriate.
- Develops effective relationships within the organization and other agencies on behalf of the court.
- Conducts exit interviews, analyzes data and makes recommendations to management for corrective action and continuous improvement.
- Serves as the training coordinator in analyzing workforce training needs, tracking progress, developing curriculum, delivering courses as needed, and approving guidelines for accrediting training programs.

Requirements: A high degree of professionalism, confidentiality, strong communication skills, excellent customer service skills, a desire to produce quality work, the ability to manage multiple tasks within short deadlines, proficiency with a variety of software applications.

Applicants must have a Bachelor’s Degree and at least 3 years of HR experience or an equivalent combination of education and experience.

To apply:

Applicants should submit Letter of Interest and Resume to hr@appeals.az.gov
This position is open for both internal and external recruitment. The Court of Appeals, Division One is an Equal Employment Opportunity/Reasonable Accommodation Employer. Requests for special accommodations to participate in the interview process should be made at the time you are contacted to schedule an interview. The selection process may include first and/or second round interview panels and testing.

The court offers an excellent benefits package that includes a choice of plans for optional medical and dental insurance, deferred compensation, flexible spending accounts, life insurance, long and short-term disability, discounted bus fares and a free employee assistance program. Participation in the Arizona State Retirement System (ASRS) is required. In addition, the court’s leave policy includes ten paid holidays and annual accrual of vacation and sick leave, based on length of service.

First Review Date: Friday February 1, 2019