

April 23, 2018
Twenty-First Judicial Circuit
Job Vacancy Announcement- Open Competitive

Position: Director Human Resources

Status: Full time

Manager: Paul Fox, Judicial Administrator

Duties: This position is responsible for performing complex work in directing the 21st Circuit Court's Department of Human Resources. Work is performed under the administrative direction of the Judicial Administrator, and includes supervision of subordinate staff. Work involves administering the entire human resources function including recruitment and selection, classification, payroll processing, employee relations, legal compliance (e.g., EEO, ADA, etc.), management consultation, and training and organizational development. Work is reviewed through supervisory conferences, reports, and periodic briefings, achievement of stated goals and broad objectives, and adherence to legal mandates.

Minimum

Qualifications: Graduation from an accredited college or university with a Bachelor's degree in Human Resources, Business Administration or a related field (a related Master's degree is preferred), plus at least eight years of professional experience in human resources, of which at least five years should be at the management level; or any equivalent combination of training and experience.

Salary: \$68,908.44 - \$110,253.84 (paygrade 117)
Starting salary will be commensurate with experience.

To Apply: Candidates wishing to apply should visit the following address and complete an online application and submit a resume and cover letter by 5 P.M., Thursday, May 24, 2018:
<http://agency.governmentjobs.com/stlouis/default.cfm>

EOE. Please contact the Human Resources Department at 615-2901 (voice) or RelayMO711 or 1-800-735-2966 if you need special accommodations in the application process or would like this posting in an alternative format.