



JF OK  
7-20-18

ST. LOUIS COUNTY CIRCUIT COURT

**INVITES APPLICATIONS FOR THE POSITION OF:  
HUMAN RESOURCES MANAGER - POS. #020**

*An Equal Opportunity Employer*

**SALARY INFORMATION:**

\$4,343.00 Monthly

**OPENING DATE:** 07/21/18

**CLOSING DATE:** 08/10/18 11:59 PM

**JOB DESCRIPTION:**

**\*Outside applicants may start at a maximum of \$4343 per month with an increase to \$4434 per month after successful completion of probation.**

**GENERAL DUTIES:**

Perform supervisory and professional personnel work in the management of the **Human Resources Department** which will include: assign, direct, supervise and review the work of employees engaged in personnel related tasks; conduct recruitment and placement activities for the Circuit Court; maintain contact with court officials and supervisors to ascertain personnel needs; confer with and advise court employees on personnel actions, procedures, regulations, benefits and other matters; write and revise job descriptions; develop training programs; interview and screen applicants; supervise and participate in the new employee orientation twice per month; advise supervisors, managers, administrators and judges regarding personnel policies and procedures, recruitment and selection, budget matters and employee disciplinary matters; conduct training and development courses; develop work schedules and priorities; develop internal operating procedures, forms and systems; perform personnel administrative tasks; type letters, reports and procedures; participate in compiling and reporting statistical personnel information; recommend promotion and selection of employees; counsel and evaluate performance of employees; and perform other duties as assigned.

**MINIMUM QUALIFICATIONS:**

Applicant must have a Bachelor's Degree in a related field and five years of related experience, three years of which must have been in a supervisory capacity. (Equivalent combination of relevant education and experience may be substituted on a year for year basis provided a high school diploma or GED has been obtained).

**DEFINITION OF WORK:**

**Basic Function and Responsibility:** The Human Resources Manager position is highly responsible managerial and administrative work using an electronic filing system in a court within the Missouri State Court System.

Work involves responsibility for organizing, directing, and coordinating several of the primary supporting units or functions of the court. Position may assume the responsibility for the office during the absence of the Human Resources Director or appointing authority.

**Supervision Received:** Work is performed under the general supervision of a Human Resources Director and is reviewed through personal consultation, observation and results obtained.

**Supervision Exercised:** Supervision will be exercised over subordinate personnel

**Characteristic Duties:** (The following duties are representative of this position, not comprehensive.)

Plans, organizes and manages the activities of a professional court staff; develops and modifies various components of the operational structure; selects, trains and directs supervisory staff members

Establishes organizational goals, standards, operating procedures and systems; monitors the quality, quantity, timeliness and procedural compliance of work performed by subordinate staff

Performs and directs administrative personnel tasks; recommends promotion and selection of employees; counsels and coaches subordinate staff and evaluates performance of employees

Serves as a point of contact for communications concerning the activities and operations of the court; provides information to and answers questions from judges, attorneys, court officials and the general public

Participates in developing and monitoring the court budget

Directs and participates in the development of narrative and statistical reporting

Oversees the management of court records in accordance with federal and state laws, Supreme Court Operating Rules and local court rules

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:  
<http://www.stlcourtscourts.com>  
OR  
105 South Central Avenue  
Room 151  
Clayton, MO 63105  
(314) 615-8087

Position #020  
HUMAN RESOURCES MANAGER - POS. #020  
TL