

<b>MINNESOTA JUDICIAL BRANCH</b>	
<b>HUMAN RESOURCES ASSISTANT</b>	
<b>DEPARTMENT/LOCATION</b> State Court Administration Minnesota Judicial Center St. Paul, MN	<b>HOURS OF WORK</b> Full-time Monday through Friday 8:30-5:00

**DESCRIPTION:**

The Minnesota Judicial Branch is seeking a Human Resources Assistant to coordinate HR administrative functions at the MJC Human Resources office including recruiting, responding to employee questions, and employee events planning.

**RESPONSIBILITIES:**

- Coordinates recruiting process. Provides assistance to hiring manager regarding revisions, selection criteria, recruiting methods, candidate screening, interview questions, and reference checks. Drafts job placement advertisements, job announcements, supplemental materials, and offer letters. Screens resumes based on qualification and criteria and recommends candidates to hiring manager. Maintain applicant records and tracking system. Networks with outside organizations for recruiting purposes. Schedules interviews and prepares interview materials for hiring managers.
- Coordinates the planning of MJC events including retirement parties, employee service awards, the employee appreciation party, the holiday party, and others as directed.
- Assists HR Manager with the design and implementation and coordination of the MJC Wellness Program.
- Researches human resources best practices as they relate to recruiting and provides information and recommendations to the human resources manager.

**QUALIFICATIONS:**

- Graduation from an approved high school or vocational school supplemented by post-secondary coursework in business, human resources or related field and considerable office clerical experience, preferably in a human resources office.
- Bachelor's degree from an accredited college or university in human resources, industrial and organizational psychology, organizational management, public administration or related field, preferred.
- Knowledge of principles and practices of human resources management.
- Knowledge of state and federal employment laws.
- Knowledge of state and district personnel policies, programs and practices.
- Ability to develop and maintain effective working relationships with administrators, supervisors, and employees.
- Ability to communicate effectively, both orally and in writing.
- Exceptional customer service skills a must.

**SALARY RANGE & BENEFITS:**

Salary range: \$15.35-\$23.05/hour; \$32,051-\$48,128 annually. Starting salary depending upon qualifications.

State of MN benefits package. For benefit information visit [www.doer.state.mn.us](http://www.doer.state.mn.us)

**APPLICATION DEADLINE:** December 10, 2007

**TO APPLY:**

For immediate consideration, please submit your resume through the on-line Resume Builder at <https://statejobs.doer.state.mn.us/ResumeBuilder>. You may copy and paste in your existing resume or let the software create a resume for you.

Note to Applicants on Resume Formatting:

- If you use the "copy and paste" option to create your resume in Resume Builder, save your resume in "plain text" format prior to pasting it into Resume Builder.
- Remove all formatting such as boldface, italics, and different size fonts.
- Replace all bullets with either a dash (-) or an asterisk (\*). Use only characters found on your keyboard.

After you have created your resume in Resume Builder, please submit it in response to this vacancy (07JUD000302) by December 10, 2007.

**Minnesota Judicial Branch**

**25 Rev. Dr. Martin Luther King Jr. Blvd.  
St. Paul, MN 55155**

**EOE**