



**NEW JERSEY COURTS**  
invites applications for the position of:

## **Court Executive 1B - Assistant Human Resources Division Manager**

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<b>SALARY:</b>	See Position Description
<b>OPENING DATE:</b>	07/20/18
<b>CLOSING DATE:</b>	08/16/18 11:59 PM
<b>LOCATION:</b>	Mercer Vicinage (Mercer County Annex), 240 West State Street, Trenton
<b>DESCRIPTION:</b>	
<b><u>Salary Information*</u></b>	
<b>Minimum Salary:</b>	\$71,675.65
<b>Maximum Salary:</b>	\$107,985.35

### **REPOST**

Applicants who applied will be considered and do not need to reapply.

Under the general direction of the Court Executive 2B (Vicinage Human Resources Division Manager), this individual will assist in overseeing the daily operations in the Human Resources division and leading a team of professionals in the Mercer Vicinage. The selected individual will have knowledge of the legal requirements of State and Federal employment laws including, but not limited to FLSA, FMLA, ADA, NJLAD, and Worker's Compensation. This position involves extensive contact with managers, supervisors, labor representatives and Judiciary employees. The individual should be committed to providing quality service and be highly motivated; possess strong program and relationship management abilities; leadership, analytical, and problem solving skills, as well as effective written/oral communication, and presentation skills. The individual will have the ability to perform successfully in a fast-paced work environment. Attention to detail, with a commitment to quality service; with the ability to adapt behavior and work methods to changing conditions; ensuring prompt resolution of queries are critical components for this position.

The individual will be charged with oversight of payroll processing, benefits administration, leaves of absence, retirements/separations, classification/compensation, onboarding, database integrity, and managing schedules and deadlines. The individual will assist in developing, implementing and/or maintaining internal controls, operating procedures, and systems as well as prepare and/or analyze technical and statistical reports. The individual will define teamwork objectives and be responsible for supervision and development of a professional staff; providing direction and feedback when reviewing staff assignments and

conducting performance appraisals; identifying training needs and the cross training of staff. The individual will also be responsible for the interpretation and advisement of Judiciary policies, directives and negotiated labor agreements to managers/supervisors, as well as participating in the resolution of disciplinary matters and grievances. Additional duties will include functioning as the ADA Title I Coordinator, and participating in local and/or statewide committees or conferences. Performs related duties as required.

## **QUALIFICATIONS:**

**Education:** Graduation from an accredited college or university with a Bachelor's Degree.

**Experience:** Three years of professional administrative experience, one of which shall have included experience in payroll processing, benefits administration, classification, salary administration, labor/employee relations, training, and/or selection/recruitment.

**Substitution:** Applicants who do not possess the required education may substitute additional professional experience on a year-for-year basis with one year of such experience being equal to 30 semester hour credits. An associate's degree and two years of additional professional experience may be substituted for the required bachelor's degree. A master's degree may be substituted for one year of experience as indicated above **-OR-** a law degree may be substituted for two years of experience as indicated above.

## **SUPPLEMENTAL INFORMATION:**

**Driver's License:** Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle is necessary to perform essential duties of the position.

**Authorization to Work:** US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.

**Special Note:** Newly hired employees must agree to a thorough background check that will include fingerprinting. All data received will be kept in strict confidence except to inform the individual of the findings and what action will be taken as a result of this information.

**Residency Law:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all persons newly hired by the Judiciary must establish, and then maintain, principal residence in the State of New Jersey.

**\*Minimum Salary Note:** For newly hired individuals, the starting salary will normally be at the minimum of the salary range. For current Judiciary employees, salary upon promotion or advancement will be an increase of 5% of base salary or up to 15% above minimum based on experience, not to exceed the maximum of the range or the minimum salary of the band/level, whichever is greater.

The NJ Judiciary requires all applicants to complete the application process fully and as instructed. All applicants must complete the work experience and education sections and attach any required documents. Applications must describe all relevant work experience in detail, beginning with your current or most recent job, including military service (indicate rank), internships and job-related volunteer work, if applicable. Use a separate section to describe each position. Applicants who indicate "see resume" or enter their initials to acknowledge that they have skipped the Work History and Education sections will not be

considered, unless they do not possess any education history or work experience. Only applicants that follow the application instructions and submit completed applications will be considered.

The New Jersey Judiciary consists of: the Supreme Court, the Superior Court including the Appellate Division and the Trial Court of the 15 vicinages in New Jersey, the Tax Court and the Municipal Court System. The Administrative Office of the Courts provides technical assistance, operational support, training, research and development, budget and personnel coordination, and development and operation of information systems for the Courts of New Jersey.

**The Judiciary of New Jersey is an Equal Opportunity/Affirmative Action  
Employer Committed to Ensuring an Open Door to Justice**

NeoGov applicant support at 1-855-524-5627 (toll free call)  
Monday through Friday, 8:00 AM to 5:00 PM Pacific Standard Time (PST)

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.njcourts.gov>

See Above  
Various Counties, NJ US

Position #2018-00584  
COURT EXECUTIVE 1B - ASSISTANT HUMAN RESOURCES  
DIVISION MANAGER  
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