

Casual/Seasonal JOB OPENING
DELAWARE DEPARTMENT OF JUSTICE

Opening Date: May 4, 2022

Closing Date: Until Filled

This is a Casual/Seasonal position (in order to be in compliance with the Delaware code and provisions of The Affordable Care Act; work hours are to be less than 30 hours per week, or less than 130 hours per month, on average over the course of a fiscal year; July 1 to June 30). This is a position without healthcare benefits. Salary will be commensurate with experience.

CASUAL/SEASONAL HUMAN RESOURCES ASSISTANT

Administrative Division, Human Resources Unit

New Castle County or Kent County

Job Responsibilities and Duties:

This is an integral Casual/Seasonal Human Resources Assistant position within the Delaware Department of Justice (“DOJ”), Administrative Division, Human Resources Unit, with work responsibilities in the specific arena of Human Resources such as Payroll, Healthcare Benefits and Pension. This Human Resources Assistant will assist other staff in the Human Resources Unit by entering data into the State Payroll Human Resources Statewide Technology (“PHRST”), filing, and performing other Human Resources administrative duties as needed. This position will be required to work with all DOJ employees and other state agency Human Resources staff, through various methods of communication, primarily for the purpose of assisting/educating employees and identifying/resolving problems, needs, and complaints.

Minimum Qualifications: Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of a Bachelor's degree or higher.

OR

Two years of professional human resource experience.

OR

One year of professional human resource experience AND a Statewide Human Resource Certification or professional human resource certification.

2. One year of experience in performing professional human resource work in support of a human resource function.
3. One year of experience in providing guidance, direction and recommendations to employees, management or others on inquiries and/or challenges.
4. One year of experience in applying human resource laws, rules, regulations, standards, policies and procedures.
5. One year of experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
6. Strong interpersonal, written and verbal communication skills.
7. Knowledge and/or experience in developing and implementing human resources policies and procedures.

Desired Qualifications: Preference will be given to State employees who have working knowledge of the State Payroll Human Resources Statewide Technology (“PHRST”).

- **Internal Delaware Department of Justice Applicants:** Please submit an updated Resume or summary of work experience to the Director of Human Resources.
- **External Applicants:** In order to be considered for this position, External applicants must submit Resume and the Delaware Department of Justice Application (please see link): <http://attorneygeneral.delaware.gov/executive/hr/job-application/>
- OR External applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.