

DELAWARE DEPARTMENT OF JUSTICE JOB OPENING

HUMAN RESOURCE ASSOCIATE, PAY GRADE 10

**Primary in New Castle County (with travel to Kent County and Sussex County)
OR Primary in Kent County (with travel to New Castle County and Sussex County)**

Opening Date: November 18, 2022

Closing Date: December 9, 2022

Summary Statement: This is an integral Human Resources position in the Delaware Department of Justice (“DOJ”) Human Resources Unit. An employee in this class reports to an administrative or technical supervisor and performs a variety of paraprofessional, general office and administrative support work that supports one or more human resource functions.

The DOJ is a non-merit State agency.

Essential Functions:

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed.

- Responds to inquiries, explains human resource services and applies human resource laws, rules, regulations, standards, policies and procedures.
- Conducts research for professional human resource staff; collects data and gathers information from employees, managers, applicants or the public; participates in the analysis of data collected and assists with the formulation of recommendations.
- Provides guidance and direction to employees, managers, applicants or others in registering or applying for human resource services.
- Processes a variety of transactions by entering, updating, modifying, deleting, retrieving and reporting on data in automated human resource information systems or other computerized systems. This includes more complex human resource transactions such as calculating over-payments and under-payments, resolving issues and submitting corrections.
- Creates and maintains personnel records and files.
- Reviews human resource forms, data and other information; ensures accuracy, completeness and compliance; and prepares correspondence, spreadsheets and presentations.
- Compiles data and prepares reports, statistics and statistical summaries, narrative summaries or other representations of data.
- Participates in developing internal procedures.

- Participates in meetings and conference calls with employees, managers, applicants and/or the public to gather information and understand human resource problems; may participate in interviews.
- Maintains confidentiality for all human resource related programs/services.
- May provide guidance/direction to or oversee technical and/or administrative support personnel.

JOB REQUIREMENTS for Human Resource Associate

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

1. Must possess at least one of the following:

- Possession of an Associates degree or higher.

OR

- Possession of a Statewide Human Resource Certification or professional human resource certification.

OR

- One year of experience in performing paraprofessional or administrative support work for a human resource function.

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

Applying for this position:

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 by the closing date listed on this announcement by any of the methods listed below:

- Online: <http://attorneygeneral.delaware.gov/executive/hr/job-application/>
- By mail: Delaware Department of Justice, Human Resources
820 N. French Street, 6th Floor
Wilmington, DE 19801
- As an email attachment to DOJHR@delaware.gov
- By fax: 302-577-5866 – Attn: Human Resources

Please note: It is essential that you provide complete and accurate information on your application and the supplemental questionnaire to include dates of employment, job title and job duties. For education and training, list name of educational provider, training course titles and summary of course content. Narrative information supplied in response to the questions must be supported by the information supplied on the application including your employment, education and training history as it relates to the job requirements.

Additional Posting Information: The Department of Justice - An Equal Opportunity and Affirmative Action Employer.