



## Clerk of Circuit Court & Comptroller Okaloosa County

### Job Description Human Resources Generalist/Outreach Coordinator

Job Specifications			
<b>Classification:</b>	Non-Exempt	<b>Department:</b>	Administration
<b>Supervisor:</b>	Chief Deputy Admin	<b>Location:</b>	Fort Walton Beach
<b>Salary Range:</b>	NE-5	<b>Schedule:</b>	Monday - Friday 8am - 5pm
<b>Revision Date:</b>	October 16, 2023	<b>Revised By:</b>	Chelsea Law

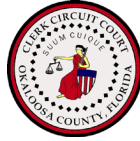
#### Job Summary:

This position performs professional human resources work. Employees in this classification are responsible for the administration and coordination of a broad range of human resources functions which may include researching, formulating, and administering policies and procedures, benefits and compensation, handling employee relations, and disciplinary actions. This position may also be responsible for maintenance of job classification description, position analysis, HRIS set-up, and maintenance.

#### Essential HR Job Functions:

The list of essential functions as outlined herein is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties listed herein if such functions are a logical assignment to the position.

- Administers all employee benefit programs (e.g. medical, dental, vision, life insurance, disability, health savings accounts, flexible spending accounts, etc.)
- Processes all Human Resource Information System (HRIS) entries (e.g. new hire elections, terminations, qualifying life event changes, open enrollment changes, etc.) to ensure accurate record-keeping and proper payroll deductions.
- Assists employees with questions regarding benefits and insurance.
- Prepares and reconciles monthly insurance invoices.
- Manages annual Open Enrollment process.
- Administers volunteer and internship program.
- Ensures compliance with COBRA and HIPAA regulations.
- Administers and monitors various leave programs (Family Medical Leave, Disability, Military Leave, etc.).
- Updates and maintains accurate HR-related files and HR Systems.
- Schedules and conducts new hire orientation/onboarding activities for all new employees.
- Manages mentor program and training of employee mentors.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.

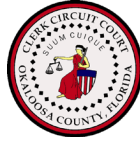


## **Clerk of Circuit Court & Comptroller Okaloosa County**

- Coordinates the selection and evaluation of candidates to fill position vacancies; post and advertise position vacancies; schedule and conduct candidate interviews with the appropriate supervisor. Collaborates with departmental managers to understand skills and competencies required for openings.
- Enrolls employees into the State of Florida Retirement System and perform liaison functions with retirement system officials and payroll department.
- Develops and implements effective measures to improve recruitment and retention of employees.
- Conducts or acquires background checks and employee employment verifications.
- Coordinates the evaluation of all employees with supervisors/managers.
- Reviews and stays abreast of new and/or changed laws and regulations pertaining to human resources management and administration.
- Conducts exit interviews with all departing/terminating employees.
- Assists in preparation of annual budget and ensures reasonable cost controls are in place.
- Formulates, recommends for approval, and administers human resources policies and procedures for the Clerk's office.
- Administers wellness program.
- Coordinates and plans employee award ceremonies.
- Assists managers with planning of annual training day.
- Assists managers with creating and revising job descriptions.
- Counsels Clerk's Office employees regarding human resources and administrative matters.
- Prepares materials and conducts employee/supervisor training programs.
- Maintains accurate information on employee intranet, Clerk Connect.
- Create engaging content for Clerk Connect (New hire announcements, upcoming training, event promotions, etc.)
- Attendance is an essential job function.

### **Essential Outreach Job Functions:**

- Administers all social media accounts (Facebook, Twitter, Instagram).
- Prepares and updates Clerk News Blog posts on Clerk Website.
- Creates engaging posts, images, and video content.
- Prepares press releases, annual reports, and other outreach materials as required.
- Assists Finance Department with the annual Popular Annual Financial Report (PAFR)
- Ensures communications are in alignment with Clerk's strategic direction, mission, and values.
- Coordinates and attends various Clerk-related community meetings, events and/or program activities.
- Develops and implements an annual outreach plan that includes promotional and educational strategies.
- Establish and maintain effective relationships with County Officials, Constitutional Officers, and community partners.



## **Clerk of Circuit Court & Comptroller Okaloosa County**

- Proactively consults with team members on identifying, developing and implementing effective measurable communication opportunities to accomplish organizational objectives.
- Facilitates online conversations with customers and respond to queries.
- Represents the Clerk's Office at monthly Chamber of Commerce meetings (Fort Walton Beach, Niceville, Crestview, and Destin).

### **Skills and Abilities Required:**

- Strong attention to detail.
- Strong administrative and organizational skills including timeliness, accuracy, and thoroughness.
- Excellent verbal and written communication skills.
- Knowledge of social media platforms (to include Facebook, Instagram, and Twitter)
- Thorough knowledge of Federal and State laws and regulations pertaining to Human Resources administration (i.e., FLSA, ADA, FMLA, etc.).
- Working knowledge of Adobe Pro, Microsoft Outlook, Word, Excel, PowerPoint, Publisher, and Word Press.
- Demonstrated ability to use discretion with confidential information.
- Strength in analyzing and problem resolution.
- Must be able to work independently or as part of a team.
- Excellent time management skills with a proven ability to meet deadlines.
- Must be professional, self-motivated, and have a positive attitude
- Thorough knowledge of the Clerk's organization, functions, and policies and procedures.
- Ability to become Florida Notary.

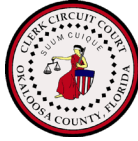
### **Education and Experience:**

- Graduation from an accredited college or university with a bachelor's degree in Human Resources Administration, Business Administration, Public Administration, Communications, Marketing, or related field preferred. Will substitute 4 years of relevant experience in lieu of degree.
- Five (5) years prior experience performing professional-level work in human resources administration; or, any equivalent combination of training and experience preferred.
- Active Professional Human Resources certification preferred (PHR/SPHR and/or SHRM-CP/SHRM/SCP), or ability to obtain certification when eligible.

### **Physical Demands:**

- Ability to operate a motor vehicle. (Some travel required.)
- Walking, standing, or sitting for an extended period.
- Requires some stooping, lifting, and bending.

### **ADA Compliance:**



## **Clerk of Circuit Court & Comptroller Okaloosa County**

The Okaloosa County Clerk of Courts is an Equal Opportunity Employer. ADA requires the Clerk of the Court to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

### **Employee Acknowledgement:**

I have read this job description and I fully understand all my job duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and if so, I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified in this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the HR staff.