The Mercer Vicinage is seeking a candidate to perform a variety of human resources functions. The selected candidate will communicate employment-related policies, procedures, rules, laws, and regulations; answer questions regarding benefits, policies and procedures; assist in resolving personnel-related problems; maintain human resources records to ensure compliance with all state and/or federal laws; perform benefits administration to include new employee enrollment, change reporting, communicating benefit information to employees, and leave of absence coordination; process unemployment and worker’s compensation claims; assists with performance review process; and assists with employee relations issues. Performs various moderately complex duties in employment, payroll, benefits, training, and other human resources-related tasks as needed.

**DESCRIPTION**

**REQUIREMENTS**

**Education:** Graduation from an accredited college or university with a bachelor’s degree.

**Experience:** Three (3) years of professional experience in payroll processing, benefits administration, salary administration, labor/employee relations, training, selection/recruitment or Equal Employment Opportunity/Affirmative Action.

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

**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 Notes:** 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:** 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.

**APPLICANT INFORMATION**

Applicants should submit a cover letter, current resume, e-mail address, day and evening telephone numbers along with the announcement number by closing date to: MercerHR.Mailbox@judiciary.state.nj.us OR Donna Kulesa, Human Resources Division, P.O. Box 8068, Trenton, NJ 08650-0068. If sending via e-mail, document must be in Word or PDF format.

*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 the minimum salary of the band/level, whichever is greater.

**Maximum Salary A** is for Judiciary employees hired prior to June 3, 2014 and **Maximum Salary B** is for newly hired individuals or Judiciary employees hired on or after June 3, 2014.