



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

**Senior  
Recruiter  
(Administrative  
Specialist 3  
Confidential)**

---

|                      |  |
|----------------------|--|
| <b>SALARY:</b>       | See Position Description                     |
| <b>OPENING DATE:</b> | 09/08/17                                     |
| <b>CLOSING DATE:</b> | 10/25/17 11:59 PM                            |
| <b>LOCATION:</b>     | Central Office, 25 Market<br>Street, Trenton |

**DESCRIPTION:**

**Salary Information\***

**Minimum Salary:** \$49,576.81

**Maximum Salary A:** \$80,410.90

**Maximum Salary B:** \$76,390.36

**Applicants who previously applied need not reapply.**

The Administrative Office of the Courts, Human Resources Division is seeking a detail-oriented Senior Recruiter with excellent customer service and written/oral communication skills to perform full lifecycle recruitment administration in the HR Placement Section. The Senior Recruiter will possess a solid understanding of the recruitment process and will act as an internal subject matter expert.

**EXAMPLE OF DUTIES:**

- Oversee full life cycle recruitment for assigned divisions, including: sourcing, screening, coordinating interviews, offers of employment, and on-boarding new employees, ensuring sufficient and continued progress through each stage of the hiring process. Prepare all associated documents and forms to onboard new staff.
- Ensure that a positive candidate experience is maintained by leading a high quality recruitment, feedback and communication process.
- Provide professional customer service to hiring managers throughout the recruitment process; develop effective working relationships with the management team of assigned divisions; learn the essential duties and responsibilities of positions within assigned divisions to effectively recruit qualified candidates.
- Identify the most appropriate recruiting tools, including but not limited to: career fairs, social media, professional organizations, and employment websites to ensure the Judiciary is attracting highly qualified, well-suited applicants for existing vacancies and to build a talent pipeline.
- Act as internal point of contact for social media advertising and recruiting, including sourcing candidates through LinkedIn.
- Co-coordinate and represent the Judiciary HR Division at college, university, and law school career fairs and career days to discuss available job opportunities and attract qualified

applicants to work for the Judiciary. Partner with EEO/AA at career events to recruit a diverse workforce.

- Provide training to Human Resources, EEO/AA and other Judiciary staff on recruiting tools and technology, processes and best practices.
- Develop procedures and plans for improving the quality of new hires, reduce time to fill, and improve management satisfaction with the recruitment and selection process.
- Conduct orientation sessions for new employees relating to New Jersey Judiciary policies and procedures.
- Complete special projects such as developing placement manuals, guides, and process maps; prepare technical and statistical reports; analyze work processes and suggest methods to improve efficiency.

## **QUALIFICATIONS:**

Graduation from an accredited college or university with a Bachelor's Degree and 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 (2) years of additional paraprofessional or professional experience may be substituted for a Bachelor's Degree. A Master's Degree may be substituted for one (1) year of experience. A Law Degree may be substituted for two (2) years of experience.