

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF GEORGIA

Vacancy Announcement No.: 18-31
Opening Date: July 19, 2018
Closing Date: August 20, 2018, or until filled.
Early application encouraged.



Human Resources Specialist
CL 27
Salary Range: \$51,408 - \$83,613
Depending Upon Qualifications & Experience

The United States District Court Clerk's Office has an immediate opening for the position of **Human Resources Specialist**. The Human Resources Specialist performs and coordinates administrative, technical, and professional work related to human resources programs for multiple court units, supporting judicial officers, judicial staff, law enforcement staff, and non-law enforcement staff. This position reports to the Human Resources Manager.

Position Overview:

The Human Resources Office provides shared human resources services to the District Court and the Probation Office. Currently, the Human Resources Office supports a staff of 300 judicial officers and judiciary employees in four division offices and one satellite office. The Human Resources Specialist provides vital assistance to the Human Resources Manager in executing all duties, responsibilities, and functions related to human resources services for the multiple units served.

We are seeking a candidate with leadership qualities and a desire to grow and progress in the department. The successful candidate should display initiative, exude confidence, have the ability to handle uncertainty and shifting priorities, and possess a strong work ethic. The candidate should also display the desire to learn and have the ability to progress in level of responsibility.

Representative Duties:

Perform and coordinate administrative, technical, and professional work related to human resources operations. Ensure compliance with appropriate guidelines, policies, and approved internal controls.

Perform duties related to appointments, promotions, payroll, separations, classification, workers compensation, personnel action processing, within grade increases, changes to benefits elections, and records maintenance, etc., for multiple court units and chambers with varying needs and priorities. Maintain local personnel files, including payroll, leave records, and other accountability documents for audit purposes. Gather data for required reports, such as fair employment practices and workers compensation.

Administer and utilize automated systems for human resources activities including personnel action processing, payroll processing, leave tracking, personnel projections, records management, and performance management, etc.

Ensure adherence to the *Guide to Judiciary Policy* and Human Resources Manual. Research, develop, monitor, and recommend updates to procedures and internal controls processes.

Human Resources Specialist Vacancy Announcement # 18-31

Conduct assigned recruitment duties, such as preparing position descriptions and vacancy announcements and ensuring positions are advertised according to the needs of the court unit.

Assist with fingerprinting all new employees, interns, and interpreters. Initiate background checks and investigations (to include drug tests and medical examinations for law enforcement officers) in accordance with the *Guide to Judiciary Policy*.

Issue new employee credentials and identification cards. Process building access forms with appropriate information for secured access.

Assist with benefits program coordination, including maintaining and distributing benefits materials, processing forms, addressing routine benefits questions, and resolving benefits issues.

Assist with employee recognition programs. Monitor and administer the Performance Management Plan. Process notifications to managers and supervisors to ensure performance appraisals are completed as prescribed. Follow up on performance appraisals that are not timely submitted. Communicate human resources policy information. Assist with intern program to include conducting employee orientations.

Assist the Human Resources Manager with compliance responsibilities, monitoring the separation of employees and interns, and ensuring return of identification card, keys, etc. Communicate information related to compliance matters, ensuring information has been shared with key staff members for further compliance with the *Guide to Judiciary Policy*.

Assist the Human Resources Manager with high-level human resources functions that require in-depth subject matter expertise and extensive specialized experience.

Serve as liaison between human resources, court personnel, and other entities.

Perform other duties as assigned.

Mandatory Qualifications: Experience: to qualify for the CL 27, the successful candidate must possess at least 2 years of specialized experience equivalent to work at the CL 25.

Knowledge, skills and abilities: extensive knowledge of policies, procedures, and practices as they relate to human resources management and personnel processing; skill in researching, analyzing, and evaluating human resources programs, policies, and procedures; ability to consistently demonstrate sound ethics and judgment, exercise discretion, and maintain strict confidentiality; strong motivation, initiative, and attention to detail; exceptional interpersonal communication and customer service skills; ability to interact tactfully, effectively, and professionally with others; excellent writing skills and abilities; skill in the use of a variety of automated equipment and applications, including a human resources management information system, word processing, spreadsheet, and database applications; ability to multi-task and meet changing and competing deadlines; and ability to work independently and as a member of a team.

Specialized Experience: Progressively responsible experience in at least one but preferably two or more functional areas of human resources management and administration (classification, staffing, training, employee relations, etc.) that provide knowledge of rules, regulations, terminology, etc. in human resources administration.

Court-Preferred Qualifications: A degree from an accredited college or university is preferred but does not substitute for years of work experience. Proficiency with Microsoft Office (Word, Excel) and PeopleSoft is preferred. Preference will be given to those applicants who have 4 or more years of experience in judiciary human resources practices and procedures.

Notice to Applicants: Employees of the United States District Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the court. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation and every five years thereafter will be subject to an updated investigation. The investigation includes a fingerprint check

**Human Resources Specialist
Vacancy Announcement # 18-31**

through the FBI, and a check of financial and credit records. Any position offer will be considered provisional until a full suitability determination can be made. All court employees are required to adhere to a Code of Conduct, copies of which are available upon request. Employees of the United States District Court serve a one-year probationary period. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicant must be a United States citizen or eligible to work in the United States.

The United States District Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

Benefits:

- Accrual of paid vacation and sick leave days, based on length of service, and ten paid holidays during the year.
- Participation in pre-tax benefit programs (health, dental, and vision insurance programs; flexible spending accounts; commuter reimbursement).
- Available group life insurance and long term care insurance.
- Public transportation subsidy.
- Participation in the Federal Employees Retirement System (FERS).
- Thrift Savings Plan (with employer matching a percentage of employee's contribution).

Applicant Information: To apply for this position, qualified applicants should submit: 1) an application for Judicial Branch Federal Employment, Form AO 78, (available through this link: <http://www.uscourts.gov/file/635/download>); 2) a cover letter addressing qualifications and relevant experience; and 3) a chronological résumé including education, employment, and salary history. The completed package should be submitted electronically to HR_GAND@gand.uscourts.gov or via mail to **United States District Court, Attn: Human Resources Manager, Vacancy #18-31, 75 Ted Turner Drive, SW, Room 2013, Atlanta, GA 30303-3338**. A skills assessment may be administered to determine knowledge and skills level. All applicants will be screened, and only the best qualified candidates will be invited for the skills assessment test. Interview and relocation expenses are not reimbursable.

The United States District Court is an Equal Opportunity Employer.