



CAREER OPPORTUNITY

with the

United States District Court Northern District of Georgia



Human Resources Assistant

CL 24/25

Vacancy Announcement # 25-17

Salary Range: **\$46,804- \$84,010**

Placement in the range depends upon education and experience.

Opening Date **July 28, 2025**

Closing Date: **Open until filled.**

Priority to applications received by August 11, 2025.

This position is in the federal judiciary, not the executive branch, and therefore is not subject to the executive orders and DOGE mandates that apply only to the executive branch.

BENEFITS

- Accrual of paid vacation and sick leave days, based on length of service
- Eleven paid holidays per year
- Pre-tax benefit programs (health, dental, and vision insurance; flexible spending accounts; parking reimbursement)
- Available group life insurance
- Limited telework (for qualified employees)
- Public transportation subsidy
- Participation in the Federal Employees Retirement System (FERS)
- Thrift Savings Plan (with employer matching a percentage of employee's contribution)

OVERVIEW: The United States District Court for the Northern District of Georgia seeks a high achiever interested in a long-term career in public service with the federal judiciary to serve as a Human Resources Assistant in the exciting and growing city of Atlanta, Georgia. The Human Resources Assistant performs and coordinates administrative, technical, and professional work for the Human Resources Office, which provides shared human resources services to the District Court and the Probation Office, including judges, judges' staff, the clerk of court, clerk's office staff, and probation officers.

Currently, the Human Resources Office supports a staff of 316 in four division offices and one satellite office. The Human Resources Assistant reports to the Human Resources Manager and provides vital assistance in executing all duties, responsibilities, and functions related to human resources.

The successful candidate should display initiative, exude confidence, be able to handle uncertainty and shifting priorities, and possess a strong work ethic.

REPRESENTATIVE DUTIES MAY INCLUDE:

- Perform and coordinate administrative, technical, and support functions related to human resources operations for multiple

court units and chambers.

- Serve as the initial point of contact for the Human Resources Office by greeting visitors and callers, answering routine inquiries, and directing individuals to the appropriate staff or department.

- Receive and route incoming mail and materials to the appropriate recipients.

- Assist with processing human resources actions, including appointments, promotions, reassignments, separations, within-grade increases, benefits changes, payroll updates, and workers' compensation claims.

- Maintain accurate and complete personnel files, including payroll and leave records, in both electronic and hard copy formats to support audit and accountability requirements; utilize and maintain automated systems

for processing personnel actions, managing leave and payroll, maintaining employee records, and supporting performance management activities.

HOW TO APPLY

To apply for this position, qualified applicants should submit:

- 1) Federal Judicial Branch
Application for Employment
[Link to Form AO 78](#)
- 2) Cover letter addressing
qualifications and relevant
experience.
- 3) Chronological resume including
education, employment, and salary
history.

Submit your completed package as a
single PDF electronically to:
HR_GAND@gand.uscourts.gov

or via mail to:

United States District Court
Attn: Human Resources Manager,
Vacancy #25-17
75 Ted Turner Drive, SW
Room 2013
Atlanta, GA 30303-3338

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.

- Monitor and ensure adherence to the *Guide to Judiciary Policy*, *Human Resources Manual*, and other applicable guidelines; support the development and revision of internal procedures and internal controls by researching and recommending process improvements.

- Support onboarding processes by scheduling and conducting fingerprinting for new employees, interns, and interpreters; initiating background checks and investigations; and coordinating medical and drug screenings as required for law enforcement positions.

- Assist with issuing employee identification cards and credentials; prepare and process building access and security forms for newly hired or transferred staff.

- Support employee recognition and performance management programs by notifying supervisors of evaluation deadlines, following up on overdue submissions, and tracking performance data.

- Assist with administering the intern program, including conducting orientations and preparing required documentation.

- Serve as a liaison between the Human Resources Office, court personnel, and external agencies to ensure efficient communication and coordination of HR matters.

- Perform other duties as assigned.

MANDATORY QUALIFICATIONS: The ideal candidate must have at least one year of specialized experience that demonstrates progressively responsible clerical or administrative work. This experience should reflect a solid understanding of the rules, regulations, procedures, and practices associated with human resources administration and include the routine use of automated human resources systems or other computer-based applications such as word processing, spreadsheets, and databases.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of human resources policies, procedures, and personnel processing practices; skill in researching, analyzing, and evaluating HR programs, processes, and policies; strong ethics, sound judgment, and the ability to maintain strict confidentiality; high level of motivation, initiative, and attention to detail; excellent interpersonal, oral, and written communication skills; strong customer service orientation and the ability to interact tactfully and professionally with a wide range of individuals; proficiency in a variety of automated systems, including human resources management information systems, word processing, spreadsheets, and databases; ability to manage multiple tasks, adapt to changing priorities, and meet deadlines; and ability to work both independently and collaboratively within a team environment.

PREFERRED QUALIFICATIONS: Preference will be given to those candidates who have a college degree and court or law firm experience, particularly in the federal system.

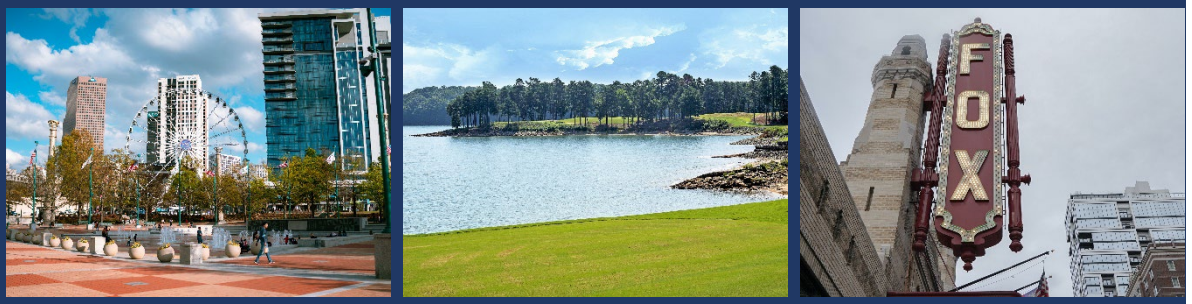
NOTICE TO APPLICANTS: Employees of the United States District Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. All employees of the clerk’s office are required to adhere to a Code of Conduct, copies of which are available upon request. All employees

serve a one-year probationary period. As a condition of employment, the selected candidate must successfully complete a criminal background check (see information about criminal history below) and a check of financial and credit records. All offers of employment are provisional until a full suitability determination has been made. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicants must be United States citizens 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 the judiciary is comparable to the executive branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, judiciary employees generally are not subject to the many statutory and regulatory provisions that govern civil service positions.

Candidates will not be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing the AO-78 are not required to complete questions 18-20 regarding criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. Providing false and/or misleading information may be grounds for removal from the selection process as well as disciplinary action if discovered after an individual's date of hire.

ABOUT ATLANTA: Rich in arts and culture, “The City in the Forest” is a leader in film and TV production and home to several professional sports teams including the Atlanta Braves, Atlanta Falcons, Atlanta Hawks, Atlanta United, and Atlanta Dream. We enjoy mild winters and a climate that allows for almost year-round enjoyment of numerous parks, hiking trails, and other outdoor recreational areas.



THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.