



**UNITED STATES DISTRICT AND BANKRUPTCY COURTS
FOR THE
DISTRICT OF COLUMBIA**

POSITION: Human Resources Specialist

LOCATION: Washington, DC

SALARY RANGE: CL 26 (\$45,918- \$74,687)
Salary determined by work experience, prior/present pay history and previous federal government experience.

Opening Date: June 15, 2015 **Closing Date:** July 17, 2015

POSITION OVERVIEW

This position is located in the Department of Human Resources of the Clerk's Office of the United States District and Bankruptcy Courts for the District of Columbia. The Human Resources Specialist reports to the Director, Human Resources and provides a full range of human resources support services to the department and court.

This position serves as the point of contact for employee and has regular interactions with and supports all levels of staff to include judges, managers, Clerk's Office staff, chambers staff, Administrative Office personnel and the general public.

DUTIES AND RESPONSIBILITIES

The incumbent will function in an administrative capacity and is responsible for assisting in the administration of human resource processing and policy compliance.

Will perform functions that include, but are not limited to processing personnel actions such as appointments, promotions, separations and transfers.

Support the Director in the administration of benefits changes, worker's compensation claims, position descriptions revisions, vacancy announcement preparations, recruitment, and new hire orientation.

The position assists the Director with the process follow-up on employee relations issues, fair employment practices, the application of classification and compensation standards and performance and disciplinary matters.

Support the Training Specialist with training preparations and communications

Ensure a variety of human resource and payroll actions are entered into the HRMS and processed in a timely manner.

Maintain, update and create reports and records using automated human resource management information systems and other programs.

The incumbent will perform research and gather data in order to prepare reports/work and support department.

Maintaining all personnel files, recruitment files and other vital records.

Scheduling of appointments, events and trainings.

Assist in the preparing and posting vacancy announcements, recruitment files, screening and process applicants and answering all inquiries.

Responsible for reception duties, answering inquires, filing, data entry, general office duties and administrative support duties and special projects as assigned.

QUALIFICATIONS

The successful candidate will have a bachelor's degree from an accredited four-year college or university with a degree in human resource management or related field.

Certification in human resources (PHR or other) is a plus but not required.

Minimum of one to two years of responsible work experience in human resources or like area required.

Prior experience in a federal agency is a preferred.

The ability to communicate effectively both verbally and in writing is critical. Excellent interpersonal and organizational skills, which include the ability to manage multiple tasks and stringent deadlines, are essential. Understanding the importance of the confidentiality of issues inherent to the job and maintaining a professional demeanor at all times is required.

The incumbent must have the ability to deal with personnel issues, be mature, responsible and tactful; demonstrate initiative and the ability to exercise good judgment; have the ability to analyze problems and assess the practical implications of alternate solutions.

Must be very proficient in Microsoft Word, Excel, Access and Power Point, experience using PeopleSoft or similar HRIS is highly preferred.

BENEFITS

This position appointment is entitled to a generous benefits package which may include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Credit for prior government service towards leave accrual rates and retirement

CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.

Employees of the United States District Court are **Excepted Service Appointments**. Excepted service appointments are at will and can be terminated with or without cause by the court.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

Final candidates will undergo a background check and/or security clearance.

APPLICATION INFORMATION

Qualified persons interested in being considered for this position are invited to submit an application packet composed of a completed AO 78- Application for Judicial Employment, a resume detailing all relevant experience, education and skills and a cover letter explaining how their experience relates to the position requirements.

All application packet materials are to be submitted via mail to:

Sonia Jackson, SPHR
Director, Human Resources
Human Resources Department
United States District and Bankruptcy Courts, DC
333 Constitution Avenue, NW
Room 4106
Washington, DC 20001

Or

Via email to: DCD_HumanResources@dcd.uscourts.gov

If your application packet does not provide all information materials requested, you may lose consideration for this position.

Only applicants selected to proceed to the next phase of the selection process will be notified.

Unsuccessful applicants will not receive notice.

Applicants selected for interviews must travel at their own expense.

Equal Opportunity Employer