

UNITED STATES DISTRICT COURT  
Middle District of Georgia  
[www.gamd.uscourts.gov](http://www.gamd.uscourts.gov)

VACANCY ANNOUNCEMENT

Position: Human Resources Specialist  
No. of Vacancies: 1  
Location: Macon, Georgia  
Opening Date: January 03, 2017  
Closing Date: January 27, 2017, or until position is filled  
Classification: CL 27/CL 28  
Salary Range: \$47,390 - \$71,012 (to start)  
*Based Upon Qualifications and Experience*  
*Promotion potential from CL 27 to CL 28 without*  
*further recruitment*

The Human Resources Specialist performs and coordinates administrative, technical, and professional work related to human resources programs and training activities for both the Clerk's Office and Chambers staff. This includes ensuring compliance with the appropriate guidelines, policies, and approved internal controls. The incumbent reports to the Chief Deputy and/or the Clerk of Court.

Description of Duties:

- Implement and administer human resources policies, procedures, and standards. Research, draft, and recommend human resources policies for the court unit. Provide information and guidance to judges, executives, senior managers, and court staff on human resources matters, procedures, and practices.
- Develop and maintain all recruitment related records, including position announcements, interview information and applicant demographic statistics, and recruitment files. Determine and use best methods to source applicants. Process recruitment requests including, prepare notice of vacancy, review and rank applications, conduct initial telephone interview of top ranked applicants, and coordinate and participate on interview panels.
- Coordinate and conduct new-hire orientation for new clerk's office and chambers' employees to include a review of payroll information, personnel policies and procedures, and benefit options.
- Assist and advise new and existing employees on payroll and benefit related matters and ensure requested actions meet applicable policies and requirements. Assist with organizing and conducting annual benefits open season fair and corresponding information workshops.
- Process a variety of personnel and payroll actions such as appointments, promotions, separations, terminations, within-grade increases, and changes to employee benefits. Monitor and ensure all staffing and payroll actions are processed in a timely and correct manner.

- Serve as the official timekeeper for the court unit. This includes monitoring and processing employees' time and attendance related records and ensuring that transactions and records adhere to appropriate rules and regulations.
- Maintain statistics for annual Fair Employment Practices System and Telework reports. Assist with grievance and adverse action procedures.
- Manage background check and fingerprinting program by verifying applicant employment, checking references, taking employee fingerprints, completing and filing necessary forms, tracking and reporting results, and developing and maintaining record keeping systems.
- Develop, coordinate, and facilitate technical training for new and existing employees on a wide variety of human resources related automated systems. Administer assigned systems. Develop and manage the integration process of new systems into local processes. Develop and maintain the content for the human resources section of the court unit's Intranet website.
- Establish and maintain a wide variety of personnel related records, including individual personnel files and records, in accordance with the relevant record retention guidelines.

#### Judgement and Ethics:

The ability to consistently demonstrate sound ethics and judgment and show ethical leadership is necessary. Understanding the importance of the confidentiality of issues is inherent to the job and maintaining a professional demeanor at all times is required.

#### Written and Oral Communication/Interaction:

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. The ability to interact effectively and appropriately with others; provide customer service; and resolve difficulties while complying with regulations, procedures, and court confidentiality requirements is necessary.

#### Information Technology:

Skill in the use of a variety of automated equipment and applications, including word processing, spreadsheets, and database applications is required.

#### Qualification Requirements:

**To qualify for placement at a CL 27**, the incumbent must have two years of specialized experience, including at least one year equivalent to work at a CL-26 **or** a bachelor's degree from an accredited college or university in human resources, business or public administration.

**To qualify for placement at a CL 28**, the incumbent must have two years of specialized experience, including at least one year equivalent to work at a CL 27 or completion of a master's degree or two years of graduate study (36 semester or 54 quarter hours) in an accredited university in human resources, business or public administration.

How to Apply:

Qualified applicants must submit the following: (1) a cover letter; (2) a resume that details years of experience, including names and addresses of employers, dates of employment, functions managed, number and composition of personnel supervised, and salary history; (3) an Application for Judicial Branch Federal Employment (Form AO78 which is available at <http://www.uscourts.gov/forms/AO078.pdf>); and (4) a list of at least three professional references, with current contact information. Application materials can be submitted electronically to [jobs@gamd.uscourts.gov](mailto:jobs@gamd.uscourts.gov) or mailed in an envelope **MARKED CONFIDENTIAL to:**

Human Resources Service Specialist  
United States District Court  
P. O. Box 128  
Macon, Georgia 31202

**Notice to Applicants:** The United States District Court is an **Equal Opportunity Employer**. Employees of the United States District Court are required to adhere to a Code of Conduct, copies of which are available upon request. The United States District Court is part of the Judicial Branch of the United States Government. Employees of the United States District Court are considered AT WILL employees. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The court will not pay for any interview or relocation expenses. Applicants must be United States Citizens or eligible to work in the United States.

## **HUMAN RESOURCES SPECIALIST**

### **\*\*BENEFITS\*\***

**All permanent and temporary indefinite employees of the Clerk's Office are afforded the following benefits:**

#### **LEAVE AND HOLIDAYS:**

- 10 paid holidays
- 13 paid vacation days for less than 3 years of service
- 20 paid vacation days for 3 or more years of service but less than 15 years
- 26 paid vacation days for 15 or more years of service

#### **SALARY INCREASES:**

Employees have excellent opportunities for salary increases, based upon performance.

#### **COMMUTER REIMBURSEMENT BENEFIT: OPTIONAL**

Employees may enroll to set aside money from their gross salary (before taxes are withheld) for eligible expenses incurred when commuting to work. Eligible expenses include parking.

#### **HEALTH BENEFITS:**

Employees may participate in any one of the several health insurance programs offered. The government pays a portion of the premium for health insurance.

#### **DENTAL/VISION INSURANCE: OPTIONAL**

Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee; however, the premium is deducted on a pre-tax basis.

#### **Eligibility For LONG TERM DISABILITY PLAN**

#### **LIFE INSURANCE: OPTIONAL**

Employees may participate in the Federal Employee's Group Life Insurance (FEGLI) program. The government pays one third of the cost of the basic life insurance premium.

#### **FLEXIBLE BENEFITS: OPTIONAL**

Employees may participate in the Federal Judiciary Flexible Benefits Program which includes a Premium Payment Plan which offers employees the choice of having health benefits deducted from their pay either before taxes or after taxes and a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.

#### **LONG-TERM CARE INSURANCE: OPTIONAL**

Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care and caregiver benefits. Spouses, parents, parents-in-law, grandparents and grandparents-in-law are also eligible.

### **RETIREMENT:**

Employees participate in the Federal Employees Retirement System (FERS).

### **THRIFT SAVINGS PLAN: OPTIONAL**

The Thrift Savings Plan (TSP) is a retirement savings and investment plan for Federal employees. The TSP allows employees to make voluntary tax-deferred contributions through payroll deductions. Eligible employees' contributions are matched dollar for dollar for the first three percent and fifty cents on the dollar for the next two percent each pay period. As a TSP participant, you can invest any portion of your account in the six investment funds.