

UNITED STATES DISTRICT COURT
Middle District of Georgia
www.gamd.uscourts.gov

VACANCY ANNOUNCEMENT

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| Position: | Human Resources Specialist |
| Vacancy No: | 2022-07 |
| No. of Vacancies: | 1 Full-Time |
| Location: | Macon, Georgia |
| Opening Date: | November 16, 2022 |
| Closing Date: | December 9, 2022 no later than 5:00 PM EST, or until position is filled with preference given to applications received by 5:00 PM EST on December 9, 2022 |
| Salary: | CL-27 (\$52,967 - \$86,084) <i>Starting salary commensurate with qualifications and work experience.</i> |

Description:

The Clerk's Office of the United States District Court for the Middle District of Georgia, Macon Division, is accepting applications for a full-time, permanent Human Resources Specialist. 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.

Examples 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.
- Manage Facility Access Card (FAC) program for the District Court.
- Reconcile the monthly bank statement for the Special Court Fund.
- Perform other duties as assigned.

Typical Qualifications:

Ability to consistently demonstrate sound ethics and judgment. Ability to be flexible and adapt to unanticipated needs and manage multiple tasks and priorities. 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. Skill in the use of automated systems.

Minimum Qualification:

Applicants must be a high school graduate or equivalent with a minimum of two years of specialized experience, which is 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 provided knowledge of the rules, regulations, terminology, etc. of the area of human resources administration.

Preferred Qualifications:

- Human Resources experience in the federal judiciary or another federal agency.
- Knowledge and skill in use of Microsoft Office and database applications.
- A bachelor's degree or higher from an accredited college or university in a related field.

Supplemental Information:

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 Excepted Service Appointments. Excepted Service Appointments are considered AT WILL employees and can be terminated at any time with or without cause. 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. All new selectees are subject to a background check or investigation and subsequent favorable suitability determination. Selectees to high-sensitive positions are subject to updated background investigations every five years.

The United States District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time before the closing, any of which actions may occur without any prior written or other notice.

How to Apply:

Qualified applicants should email the required documents listed below to jobs@gamd.uscourts.gov to apply.

Application packages must include 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) a list of at least three professional references, with current contact information; and
- (4) an Application for Judicial Branch Federal Employment. Applicants are not required to fill out the Optional Background Information section (Questions 18 – 20) on page 5 of the application. The Application for Judicial Branch Federal Employment is available at <http://www.uscourts.gov/forms/AO078.pdf>

EMPLOYEE BENEFITS:

The United States District Court is part of the Judicial Branch of the United States Government. Court employees are entitled to the same benefits as other federal employees. These benefits include:

- 11 paid holidays per year;
- Paid annual leave in the amount of 13 days per year for the first three years of employment; 20 days after three years; and 26 days after fifteen years of federal service;
- Paid sick leave in the amount of 13 days per year;
- Mandatory participation in the Federal Employees Retirement Program and Social Security Retirement Program;
- Optional participation in the Thrift Savings Plan (TSP);
- Option participation in the Federal Employees Health Benefits (FEHB), Federal Employee Group Life Insurance (FEGLI), Federal Employees Dental and Vision Plans (FEDVIP), and the Judiciary's Flexible Spending Programs.
- Option participation in the Judiciary's Long Term Care Insurance Program.

For more information on benefits, see <http://uscourts.gov/careers/benefits>.