



UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND VACANCY ANNOUNCEMENT

POSITION: Human Resources Technician/Specialist

DUTY STATION: Greenbelt, Maryland with travel to divisional offices as necessary
(Initial training may occur in Baltimore and Greenbelt)

OPENING DATE: April 20, 2020

CLOSING DATE: Open Until Filled with first preference given to applications received by May 11, 2020

SALARY: CL 24 (\$43,098 – \$70,107) Two years of general experience** or college degree plus one year of specialized experience** required
CL 25 (\$47,603 – \$77,431) Two years of general experience** or college degree plus two years of specialized experience** required
CL 26 (\$52,440 - \$85,243) Two years of general experience** or college degree plus three years of specialized experience** required
Possible promotion potential to the CL 27 (\$57,625 - \$93,638) without further competition.

The Clerk of the United States District Court for the District of Maryland is seeking qualified applicants for the full-time position of Human Resources Specialist. The Human Resource Specialist provides a full range of administrative and technical support for human resources programs, personnel transactions, and training activities in accordance with approved procedures and policies. The Human Resources Specialist reports to the Human Resources Administrator and salary placement is based on experience and judicial policy.

Duties include, but are not limited, to the following:

- Prepare forms and process a variety of time-sensitive human resources and payroll actions; maintain automated personnel record system; gather data for required reports.
- Assist with benefit programs, including distributing benefit materials, processing forms, assisting employees with online changes, addressing routine benefit questions, and resolving issues.
- Assist with recruitment efforts. Prepare and distribute vacancy announcements, determine applicant qualifications, coordinate interview process, and conduct reference checks. Prepare new employee documents and conduct new employee orientations.
- Assist in the administration of the leave tracking system. Provide leave guidance to staff per local policy, perform audits and correct leave discrepancies.
- Complete online request for background investigations, including the processing and tracking of fingerprints.
- Serve as the main point of contact for the divisional Facility Access Cards (FAC) including preparation, issuance, tracking, disabling and reissuance of FACs.
- Schedule, coordinate, and prepare materials for human resources-related events such as new hire orientation, exit interviews, employee recognition programs, open season, and other related activities
- Maintain confidential personnel records to include employment, benefit, payroll, and leave records. Utilize Human Resources Management Information System (HRMIS), Judicial Enterprise Network Internet Exchange (JENIE), internal tracking, and database systems to track and maintain employee information.
- Ensure human resources policies and procedures are updated on the sections intranet site.
- Assist with answering human resources related questions and resolving basic issues. Serve as liaison between court employees, human resources, and the Administrative Office. Complete employment verifications with outside bar and financial institutions.
- Assist with researching, developing and recommending personnel procedures to implement policies for the court; communicate human resource policy information.
- Assume the lead in the absence of the Human Resources Administrator, providing guidance, training and ensuring the accuracy of forms and documents.
- Assist in the assessment, development, coordination and delivery of internal training programs; draft manuals, job aides and other training materials.

Qualifications and Requirements:

- High school graduate, or equivalent, required plus two years general experience. Education above high school may be substituted based on one academic year being equal to one year of general experience.
- At least one year of specialized experience. Specialized experience is defined as progressively responsible experience in at least one, but preferably two or more, of the functional areas of human resources administration (classification, staffing, training, employee relations, etc.) that provided knowledge of the rules, regulations, and terminology of the area of personnel administration and should include at least one year of experience at or equivalent to the next level below the level of the position for which the person is being considered.
- Excellent interpersonal skills. Ability to exercise sound ethics and mature judgment, maintain confidentiality and interact professionally and tactfully with a wide variety of persons. Ability to communicate effectively, both orally and in writing, with individuals and groups with varying experiences and backgrounds.
- Self-directed, highly organized individual. Ability to be flexible and adapt to unanticipated needs and problems and to manage multiple tasks and priorities, often with conflicting deadlines.
- Excellent analytical, problem solving, critical thinking and research skills. Accuracy and attention to detail essential.
- Excellent computer skills, including knowledge of and skill in the use of a variety of software programs and applications especially Adobe Acrobat and Microsoft Office products including Word and Excel.
- Skill in administrative matters such as file maintenance, record keeping, reporting and preparation of presentation materials and correspondence.

Preferred Qualifications:

- College degree in human resources or a related field.
- Experience in two or more functional areas of human resources administration.
- Human resource management work experience in a judicial branch.

Federal Benefits:

- 10 paid holidays per year.
- Paid annual leave in the amount of 13 days per year for the first three years; 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 program.
- Optional participation in the Thrift Savings Plan, the Federal Employees Health, Dental, Vision and Life Insurance programs, the Long-Term Disability Plan, Long Term Care Insurance, Flexible Benefits programs and the Commuter Benefit program.

How to Apply:

Submit resume, a cover letter stating the reasons for your interest in the position, and a completed AO-78 Application for Federal Employment as a single PDF document to: jobs@mdd.uscourts.gov

****To ensure first consideration, complete application packets must be received no later than 5:00 p.m. on May 11, 2020.**

- Due to the volume of applications received, the court will only communicate with those individuals invited for an interview.
- The United States District Court is an Equal Opportunity Employer. All applications will be reviewed to identify the best qualified candidates.
- In the event a position becomes vacant in either division or in a similar classification within a reasonable time from the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.

Conditions of Employment:

- Applicants must be a United States citizen or national or a permanent resident who is seeking citizenship in the United States. Successful candidate for this position is subject to a full fingerprint and background records check and mandatory electronic direct deposit of salary payment.
- This is a sensitive position within the Federal Judiciary. The selected candidate will be hired provisionally, pending the successful completion of the required background investigation and favorable employment suitability determination.
- Selected applicant will be required to complete a one-year probationary period. Failure to successfully complete the probationary period may result in termination of employment. Positions in the United States Courts are excepted appointments, are not under the Civil Service System, and are "at will" employees.
- Employees must adhere to the Code of Conduct of Judicial Employees which is available at: <http://www.uscourts.gov/RulesAndPolicies/CodeOfConduct.aspx>
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.