



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

JOB OPPORTUNITY

Announcement No.: 2018-09

Position Title: Human Resources Technician

Grade/Salary Range: CL-25 (\$44,971 - \$73,128)
(Salary determined by qualifications and experience)

Position Location: Washington, DC

Position Information: Full-time/Permanent/Excepted Service

Area of Consideration: Open to all qualified individuals

Open Date: June 25, 2018

Closing Date: July 30, 2018

How to Apply:

Qualified individuals must submit the following:

- A cover letter detailing how your experience relates to the position requirements
- AO-78, Federal Judicial Branch Application for Employment (can be downloaded from www.uscourts.gov)
- A resume detailing all relevant experience, education, and skills

Failure to submit a complete and signed cover letter, AO-78, and resume will result in immediate disqualification. Description of Work section of the AO-78 must be complete to include salary information. Indicating "see resume" is not acceptable. Incomplete and/or unsigned applications will not be considered, returned or retained. Only applicants selected for an interview will be contacted and must travel at their own expense. One application per candidate will be accepted for this announcement.

Applications may be mailed or hand delivered to:

United States District and Bankruptcy Courts/DC
333 Constitution Avenue, NW, Room 2718
Washington, DC 20001
Attn: Ms. Marion L. Boulden
Reference Announcement: 2018-09

Or via e-mail to: DCD_HumanResources@dcd.uscourts.gov

Agency Contact Person: Marion L. Boulden, PHR, SHRM-CP
Human Resources Manager
(202) 565-1355

JOB SUMMARY

The Human Resources Technician is located in the consolidated administrative services department, which supports the United States Probation Office (including law enforcement and non-law enforcement positions) and the United States District and Bankruptcy Courts for the District of Columbia. The incumbent reports to the Human Resources Manager and provides administrative and technical support for human resources programs, personnel transactions, and/or training activities, in accordance with approved policies and procedures.

DUTIES AND RESPONSIBILITIES

- Assist with processing a variety of human resources and payroll actions such as appointments, promotions, separations, terminations, within grade increases, and changes to benefits elections. Maintain automated personnel record system. Process workers compensation claims forms. Gather data for required reports, such as telework, fair employment practices, early out authority, and workers compensation.
- Assist with recruitment efforts, such as preparing and distributing announcements, coordinating interviews, and conducting reference checks. Assist in administering background and investigation checks, employment tests, and issuing credentials and identification cards.
- Assist with the maintenance and monitoring of human resources records, including payroll and leave records using the Human Resource Management Information System (HRMIS) or other electronic database, adhering to national and court guidelines. Track and enter time sensitive data, such as employees' date of promotion, performance evaluations, and step increases.
- Assist with benefits program coordination, including maintaining and distributing benefits materials, processing forms, and addressing routine benefits questions and resolving benefits issues.
- Assist with employee recognition programs. Assist in the coordination of human resources-related events. Communicate human resources policy information. Assist with intern program.
- Assist with human resources related training activities, such preparing materials and resources, and scheduling resources (e.g., meeting rooms, web-based resources, etc.).
- Assist with the orientation of new employees and the issuance of Federal Judiciary identification cards.

- Fingerprint all new employees and contractors (for the Probation Office, the District and Bankruptcy Courts, the Federal Public Defender’s Office, and other agencies of the Federal Judiciary, as needed) and conduct background investigations (to include drug tests and medical examinations for law enforcement officers) in accordance with the *Guide to Judiciary Policy*.
- Serve as a liaison between court staff, human resources, and Administrative Office staff.
- Serve as a backup to the Human Resources Specialists and other employees in the department.
- Other duties as assigned.

QUALIFICATIONS

Education: The successful candidate must possess a bachelor’s degree from an accredited college or university in human resources or a related field. Education may not be substituted for specialized experience, because administrative court support positions require hands-on experience to be credited as specialized experience.

Specialized Experience: The candidate must also possess a minimum of two years of specialized experience, one year of which must be equivalent to work at the CL-24. Specialized experience is defined as progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, procedures, and practices of human resources administration and involved the routine use of automated human resources systems or other computer based systems such as word processing, spreadsheets or database applications.

Preferred Qualifications: Human resources administration knowledge and/or experience in the Federal Judiciary. Knowledge of court operations and functions. Knowledge of and compliance with the *Code of Conduct for Judiciary Employees* and court confidentiality requirements. Excellent interpersonal skills and the ability to communicate effectively both verbally and in writing. Excellent organizational skills, the ability to respond to requests on short notice, and the ability to manage multiple tasks and stringent deadlines.

BENEFITS

Full-time employees of the United States District and Bankruptcy Courts and the United States Probation Office for the District of Columbia are eligible for a full range of benefits to 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, the Thrift Savings Plan, the Federal Employees’ Health Benefits, the Federal Employees’ Group Life Insurance, the Flexible Benefits Program, the Commuter Benefit Program, and Long-Term Care Insurance
- Employee Recognition Program, budget permitting
- Flexible work schedule
- On-site physical fitness facility
- Federal Occupational Health (FOH)/Employee Assistance Programs

- Work Life Services and an on-site Health Unit

CONDITIONS OF EMPLOYMENT

United States citizenship is required for consideration for this position.

Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).

Employees 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 Funds Transfer (EFT) for payroll deposit.

Final candidates will undergo a background check.

Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan adopted by the United States District and Bankruptcy Courts for the District of Columbia.