

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF TEXAS**

Position Title: Human Resources Specialist

Announcement Number: 2016-17
Location: Tyler, Texas
Grade Range: CL 26-27
Salary Range: \$43,140, with promotion potential to \$77,030 *depending upon qualifications and experience



U.S. District Court, EDTX
Human Resources Department
211 W. Ferguson Street
Tyler, Texas 75702
Opening Date: October 28, 2016
Closing Date: November 18, 2016
or until filled

NOTICE OF VACANCY

The United States District Court for the Eastern District of Texas is accepting applications for the position of **Human Resources Specialist**. There are seven offices within the Eastern District of Texas: Beaumont, Lufkin, Marshall, Plano, Sherman, Texarkana and Tyler. Assignment of the position is in the Tyler office.

POSITION OVERVIEW:

The Human Resources Specialist is part of the human resources team and provides specialized administrative and technical support for human resources programs, personnel transactions and training activities, in accordance with approved procedures and policies. Occasional travel is required.

REPRESENTATIVE DUTIES:

- Research, develop and write human resources policies, procedures and best practices for the court. Draft updates to our personnel manual and other written human resources policies such as social media, telework, human resources related Internal Control Manual, etc.
- Serve as back-up to the Human Resources Manager.
- Assist the Human Resources Manager with higher level human resources functions, requiring in depth subject matter expertise, and extensive specialized human resources experience.
- Advise and consult executive management regarding sensitive personnel matters.
- Assist and act as back-up to Human Resources Assistant.
- Conduct assigned recruitment efforts, such as preparing vacancy announcements and ensuring positions are advertised according to the needs of the unit; review applications for completeness. Coordinate interviews, administer employment tests, and maintain recruiting and hiring statistics for the Fair Employment Practices Report. Create and maintain applicant log for each vacancy announcement.
- Process a variety of human resources and payroll actions such as appointments, promotions, separations, terminations and within grade increases.
- Assist with administering the court's benefits program; including maintaining and distributing benefits materials, processing forms and addressing routine benefit questions and resolving benefits issues.
- Perform training activities related to human resources matters within the court unit, such as maintaining training records, preparing materials and resources and scheduling resources (e.g., meeting rooms, web-based resources, etc.), and developing training materials.
- Serve as a liaison between court users, human resources, and all court personnel.
- Participate in other human resources responsibilities and initiatives, as required.

The successful applicant must have excellent research, writing and proofreading skills. They must also possess the ability to work well with others and be capable of learning and applying new technologies. The applicant must be able to multitask, be highly self-motivated and proactive. Additionally, they will have also demonstrated initiative and eagerness to learn and take on new challenges. The ideal candidate will have demonstrated ability to handle assignments from start to finish with little supervision or guidance and whose work is of the highest caliber.

SPECIALIZED EXPERIENCE:

Significant experience in Human Resources administration, recruitment, training, benefits and any other experience that provide knowledge of rules, regulations, procedures and practices of human resources administration. Experience working in a team environment and a strong work ethic. **Ability to maintain confidentiality, demonstrate sound judgment and handling of sensitive material is essential.** Solid computer skills are required, including proficiency in Adobe Acrobat and Microsoft Office. Demonstrated experience researching, writing, and updating human resources and related policies is a must.

PREFERRED QUALIFICATIONS:

A bachelor's degree in human resources or a related field, and a PHR or SPHR certification is strongly preferred. The ideal candidate will possess a graduate degree in Management, Human Resources, or a related field, or will be working towards one. Significant related work experience may be substituted.

BENEFITS AND HIRING POLICIES:

Judiciary employees serve under excepted appointments, are considered at-will employees and are entitled to standard federal benefits such as paid vacation time, paid sick time, medical insurance, life insurance and a tax-deferred savings plan. Judicial employees are also entitled to long-term care and disability insurance and a Flexible Benefits Program which includes medical care reimbursement, dependent care reimbursement and commuter benefits reimbursement. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay. Applicants are subject to a complete FBI fingerprint check and background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation.

Employees of the United States District Court must be United States citizens or eligible to work in the United States. 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. The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are not included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees.

HOW TO APPLY:

Qualified applicants should send a **cover letter (including a narrative statement of your background), a Judicial Branch Federal Employment (AO 78) application and a resume.** The cover letter should be addressed to:

Jeanette Knight, Human Resources Manager
William M. Steger Federal Building and United States Courthouse
211 West Ferguson Street, Room 106
Tyler, Texas 75702

An application form can be obtained on our web page at: www.txed.uscourts.gov All documents should be submitted as a **single pdf** with the reference number (2016-17) in the subject line via e-mail to:

Jeanette_Knight@txed.uscourts.gov

Completed application packages must be emailed no later than Friday, November 18, 2016. Late or incomplete applications will not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview. Expenses associated with interviews or relocation will not be reimbursed.

The United States District Court Is an Equal Opportunity Employer.