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CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT Western District of Tennessee

Vacancy #: 24-06

Position: Human Resources Specialist
Classification: CL 27
Salary Range: \$58,030 - \$94,338 (based on qualifications and experience)
Duty Station: Memphis, Tennessee.

Position Overview:

The United States District Court, Western District of Tennessee is seeking a Human Resources Specialist to provide administrative and technical support for human resources programs, personnel transactions, and/or training activities, consistent with approved procedures and policies.

Representative Duties:

- Formulate, implement, and administer human resources policies, procedures, and standards. Review, research, analyze, develop, and recommend human resources policies.
- Ensure adherence to the Guide to Judiciary Policy and Human Resources Manual regarding human resources practices and separation of duties. Develop, monitor, and update internal controls policies and procedures.
- Coordinate with managers and the court unit executive(s) on the assessment and evaluation of staff performance throughout the year and maintain a tracking system for employee evaluations and step increases. Assist court unit executive(s) in the development of performance management plans and compensation strategies. Administer performance management systems, including assisting in the development of performance standards and rating criteria.
- Advise court unit executive(s), managers, judges, chambers staff, and employees on human resources matters, procedures, and practices. Provide advice on employee relations, disciplinary actions, performance management, staffing and cost projections, benefits, and related issues. Participate in management meetings as necessary. Assist with disciplinary action procedures.
- Serve as the administrator of the Facility Access Card (FAC) system including process FAC badges, administer the information in the database, and ensure the program is following rules and procedures.
- Assists with processing a variety of human resources and payroll actions, such as appointments, promotions, separations, etc.
- Processes workers compensation claims.



WDTN MISSION

The mission of the Clerk's Office of the United States District Court for the Western District of Tennessee is to serve the public and support the court with a commitment to excellence.

- Gathers data for required reports, such as telework, fair employment practices and workers compensation.
- Supports the recruitment process, including preparing and distributing announcements, coordinating interviews, and conducting reference checks. Reviews applications for completeness and determines if applicants meet minimum qualification requirements.
- Assists in administering background and investigations checks, employment tests, and issuing credentials and building access cards. Assists with new employee onboarding by ensuring proper completion of new hire paperwork.
- Supports the processing of Judicial Externs with background checks, scheduling onboarding meetings and maintaining associated records.
- Maintains and monitors human resources records, including payroll, leave and time keeping records using Human Resources Management Information System (HRMIS), adhering to national and court guidelines. Track and enter time sensitive data, such as employees' date of promotion, performance evaluations, and step increases. Maintains leave and time keeping records.
- Assist with benefits program coordination including managing and distributing benefits materials, processing forms, and addressing routine benefits questions and resolving benefits issues.
- Assist with employee recognition programs. Coordinate human resources-related events.
- Assist with training activities within the court unit, such as maintaining records, assisting with, and preparing materials and resources, preparing training reports for management and scheduling resources (e.g., meeting rooms; web-based resources).
- Perform other duties as assigned

Qualifications:

- Requires at least two years of specialized experience equivalent to work performed at the CL 26.
- 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.
- Knowledge of training resources, procedures, and practices as they relate to the court unit's training program.
- Knowledge of court operations and functions. Skill in filing and record keeping.
- Knowledge of and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgement.
- Excellent interpersonal skills and the ability to work with employees and the public.
- Effectively communicate both orally and in writing.
- Bachelor's degree preferred.

Conditions of Employment:

- All applicants must be a U.S. citizen or must be a lawful permanent resident (i.e. green card holder) seeking U.S. citizenship or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.
- Completion of FBI Fingerprint background check with periodic investigation, if applicable.
- Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. Retention depends upon a favorable suitability determination.
- Employees are subject to mandatory electronic funds transfer.
- Employees are considered "at will".
- Employees are required to adhere to the [Code of Conduct](#) for Judicial Employees.

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.

Application Procedure:

Applicants must submit:

- Cover letter (include vacancy announcement # 24-06)
- Resume
- Completed Federal Judicial Branch Application for Employment [AO78](#)
- Subject line of email must contain: Human Resources Assistant Vacancy #24-06.

Application materials that do not adhere to this procedure may not be considered. Application materials submitted in addition to the required documents may not be considered or retained. Separate applications must be made to each vacancy announcement. Only candidates selected for interview will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

Benefits: Regular, full-time employment in the federal judiciary offers benefits that include paid vacation depending upon years of employment, participation in the federal retirement system and social security systems. Life, health, long term care, long-term disability insurance programs, flexible spending accounts, participation in the Thrift Savings Plan (401K) Plan, plus eleven paid holidays per calendar year.

Temporary and part-time employees may be eligible for certain benefits depending upon the length of the appointment.

Detailed information regarding benefits for federal employees may be found [here](#).