

*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF TEXAS

Position Title: Human Resources Assistant #17-03
Location: Dallas, Texas
Closing Date: Open Until Filled
Salary/Range: CL-24/01 to CL-26/61 (\$37,545 - \$74,205)
Target Grade: CL-26*

* Promotional opportunity is based on performance to target grade without further competition.

POSITION OVERVIEW: The United States District Court for the Northern District of Texas is recruiting for a Human Resources Assistant in the Dallas office. The incumbent performs various functions and is responsible for providing administrative and technical support for human resources and training programs, transactions and activities for the district, as needed, including the Clerk's Office and Chambers for District and Bankruptcy Court.

REPRESENTATIVE DUTIES:

1. Assist with processing a variety of human resources and payroll actions such as appointments, promotions, separations, terminations, within grade increases, and changes to benefit elections. Maintains the HR records system.
2. Process workers' compensation claim forms. Gather data for required reports, such as telework, fair employment practices, early out authority, phased retirement, etc.
3. Assist with recruitment efforts, such as phone screens, coordinating interviews, and conducting reference checks. Assist in administering fingerprint and background checks, employment testing, and issuing building access and identification cards.
4. Maintain and monitor human resource records, including payroll and leave records, adhering to national court guidelines. Track time sensitive data, such as dates of promotion and step increases.
5. Assist with benefit programs, including maintaining and distributing benefit materials, processing forms, and addressing routine benefit questions and resolving the issues.
6. Assist with employee recognition programs. Coordinate human resources related events. Assist with intern/extern programs.
7. Assist with training activities with the court units, such as preparing material and scheduling resources.

QUALIFICATIONS:

To qualify for the position of human resources assistant at the CL-24 level, the candidate must have a minimum of two years of clerical or administrative experience and one year of specialized administrative experience that provides knowledge of the rules, regulations, procedures and practice of human resources administration, and involves the routine use of automated human resources systems. The candidate should also have experience working in a team environment and possess a strong work ethic. Ability to maintain confidentiality and consistently demonstrate sound judgment, and experience handling sensitive material is preferred. The candidate should possess strong organizational, analytical, verbal and written communication skills. Solid computer skills are required, including proficiency in Adobe Acrobat and Microsoft Office. High school diploma or equivalent is required, and a Bachelor's degree is preferred.

BENEFITS:

Employees of the U.S. District Court are entitled to benefits, which include participation in the Federal Employees Retirement System, choice of a health benefit plan from several options, dental, life insurance, long term disability, long term care, annual/sick leave, federal holidays, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

OTHER:

Employees of the U.S. District Court for the Northern District of Texas are excepted service appointments. Employees are considered at will and are not covered by federal civil service classifications or regulations.

Due to the high volume of applicants received, the Court will only communicate with applicants who will be considered for interviews. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

The final candidate will be subject to a background investigation by law enforcement agencies, which includes FBI fingerprinting and credit check. Employment will be contingent upon a favorable response from this investigation.

Qualified applicants may submit a **detailed resume** and **salary history** to:

Human Resources - #17-03
United States District Clerk's Office
1100 Commerce Street, # 1452
Dallas, TX 75242
Fax: (214) 753-2247
Email: humanresources@txnd.uscourts.gov

****** The Court is an Equal Opportunity Employer ******

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct. **This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative.** The decision on granting reasonable accommodations will be made on a case by case basis.