



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

HUMAN RESOURCES SPECIALIST

ANNOUNCEMENT NUMBER 24-WAW-02

ANNOUNCEMENT DATE November 28, 2023

CLOSING DATE Open until filled; preference given to resumes received by December 19, 2023.

The U.S. District Court for the Western District of Washington is seeking an articulate and self-motivated Human Resources Specialist to join our Consolidated Administrative Services department.

Consolidated Administrative Services is comprised of human resources, budget, procurement, and space and facilities professionals. We support judicial officers, chambers staff, clerk's office staff, and probation and pretrial services officers and staff. The HR Specialist performs a wide variety of duties including recruitment, on-boarding and orientation, benefits administration, payroll processing, training, and performance management, proactively managing all elements of the employment lifecycle. This position requires a positive, self-motivated individual who demonstrates collaboration, professionalism, discretion, and exceptional customer service and communication skills.

This position is located at the federal courthouse in Seattle with regular work days at the federal courthouse in Tacoma and periodic work days at the satellite probation and pretrial services offices. Frequent travel within the district is required.

REPRESENTATIVE DUTIES

- Process a variety of human resources and payroll actions such as appointments, promotions, separations, and terminations utilizing a national database. Maintain automated personnel records system. Prepare and utilize spreadsheets to track personnel actions.
- Manage full recruitment cycle including advertising, interviewing, and orientation.
- Assist with performance management process, including annual evaluations and performance improvement plans as needed.
- Advise and educate staff in all areas of federal and judiciary benefits.
- Serve as a resource on personnel issues for staff, self-directed teams, supervisors, and management, coaching and facilitating as needed.
- Advise judges, unit executives, supervisors, and court staff on human resources matters, procedures, and processes.
- Issue new employee credentials and identification cards. Assist with fingerprinting new employees, contractors, and other agency personnel as needed.
- Assist with emergency preparedness and management processes and procedures.
- Assist with updating / managing the HR SharePoint site.
- Facilitate and deliver training on a variety of HR related topics, including modifying or developing training materials.
- Manage workers compensation claims, including tracking and reporting nationally.
- Participate in other human resources responsibilities and initiatives as needed.

QUALIFICATIONS	<ul style="list-style-type: none"> • A minimum of 5 years of progressively responsible experience in human resources administration, training, recruitment, benefits, and other experience that provides knowledge of the rules, regulations, procedures, and practices of human resources. • Ability to maintain confidentiality, demonstrate sound judgment, and the ability to handle highly sensitive material is essential. • Collaborative work style, with a strong focus on building consensus within diverse groups. • Ability to communicate accurately and professionally with judges, staff attorneys, law enforcement officers, and operational and administrative staff. • Ability to maintain composure under stress, while adapting to unanticipated problems. • Training and group facilitation experience. • Knowledge of Microsoft Office Suite and experience with virtual meeting platforms such as Zoom or Microsoft Teams. • Strong attention to detail and organizational skills. • A high school diploma or equivalent.
PREFERRED QUALIFICATIONS	<ul style="list-style-type: none"> • PHR or SHRM-CP • Bachelor's degree • Human resources experience with the federal government • Proficiency with a wide range of technology, including Microsoft Office and SharePoint
SALARY RANGE	<p>Court Personnel System Classification Level:</p> <p>CL26, Step 1 – 61, \$55,961 - \$90,945</p> <p>CL27, Step 1 – 61, \$61,467 - \$99,949</p> <p>CL28, Step 1 – 61, \$73,683 - \$119,784</p> <p>Depending on experience and qualifications; additional promotional potential without further recruitment.</p>
BENEFITS	<p>The District Court offers a generous benefit package, competitive salary, and a dedication to work/life balance including flexible schedules, ORCA transit passes, and telework opportunities. Judiciary employees participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term care options, annual sick leave accrual, and eleven paid holidays per year. Judiciary employees are <u>not</u> covered by the Office of Personnel Management's civil service classification system or regulations. For additional information on employment with the federal courts, please visit www.uscourts.gov.</p>
APPLICATION INSTRUCTIONS	<p>Qualified applicants must submit the following:</p> <ul style="list-style-type: none"> • Cover Letter • Resume • Completed AO78 Form Application for Federal Employment - <i>* For this vacancy announcement (24-WAW-02), you do not need to complete the optional background information – questions 18, 19, and 20.</i> • A response to this application question: <p><i>Give an example of a time you carefully considered your audience prior to communicating with them. What factors influenced your decision and what changes did you make to improve your communication?</i></p>

**INFORMATION FOR
APPLICANTS**

Responses should be no more than two pages, and will be evaluated on the following: organization and flow of thought, thoroughness and thoughtfulness of content, level of detail, and writing skills (including grammar, punctuation, and sentence structure).

Attachments must be submitted as Microsoft Word (DOC) or Adobe Acrobat (PDF) files. Other formats are not acceptable. Applications will only be considered complete when the required attachments, with the required information in the appropriate format, are received by Human Resources. Incomplete applications and/or attachments received after the closing date may not be considered in the recruitment process. Application materials can be submitted via e-mail to:

seattle_personnel@wawd.uscourts.gov

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Employees of the United States District Court are considered “at will” employees. Applicants selected for interviews must travel (for in-person interviews) or connect via Zoom (for remote interviews) at their own expense.

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The United States District Court for the Western District of Washington is an Equal Opportunity Employer. We encourage applications from all qualified individuals and seek a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran’s status, disability, religion, and socio-economic circumstance.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify Human Resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.

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, any of which may occur without prior written or other notice. If a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Clerk’s Office may select a candidate from the applicants who responded to the original announcement without posting the job announcement again. More than one position may be filled from this announcement.

The United States District Court is an equal opportunity employer and values diversity in the work place.