

Vacancy Announcement
CE 02-0109
UNITED STATES COURT OF APPEALS
FOR THE THIRD CIRCUIT

Announcement Date: **January 23, 2009**

Position Title: **Human Resources Specialist**

Closing Date: **Until Filled**

Classification Level: **CL 27 (Min. \$48,054 - Max. \$78,100) based upon qualifications and experience.**

Position Overview

The United States Court of Appeals for the Third Circuit seeks a Human Resources Specialist to assist with the day-to-day administration of a full range of human resources management services and advice to the court. This position is located in the Circuit Executive's Office, in Philadelphia, PA, and reports directly to the Assistant Circuit Executive (ACE) for Human Resources (HR). The Circuit Executive's Office supports the U.S. Third Circuit Court of Appeals, district courts, and bankruptcy courts within the Third Circuit, which includes Pennsylvania, New Jersey, Delaware and the U.S. Virgin Islands.

Representative Duties and Responsibilities

- Assists the ACE-HR with the implementation and administration of human resources policies, procedures, and standards.
- Assists in managing position classification standards under the Court Personnel System and the Judiciary Salary Plan; developing and updating position descriptions; and administering the performance management system. Provides guidance and training, ensuring the accuracy of forms and documents.
- Assists in training needs assessment. As directed by the ACE-HR, coordinates and delivers internal training programs, which may include researching training topics, planning, designing and evaluating learning programs. Drafts manuals, handbooks, job aids, web content and other training materials.
- Performs duties related to benefits administration, recruitment, payroll, personnel action processing, records maintenance, report preparation, etc.
- Conducts fingerprinting and coordinates background checks for employees. Prepares Identification Cards for new employees.

Qualification Requirements

A Bachelor's degree from an accredited four-year college or university, successfully completing a course of study in human resources management, business or related field, is preferred.

Applicant must possess knowledge of human resources management policies, procedures and practices. Successful candidate must have excellent communications, critical thinking and organizational skills. Must also possess strong motivation, initiative, attention to detail and the ability to interact effectively and tactfully with a wide variety of people. Ability to provide excellent customer service, maintain confidentiality, exercise good judgement and handle multiple projects is essential. Skill in use of automated programs, including word processing, spreadsheets, presentations and databases is required.

Preferred qualifications include prior federal court experience; experience with the Human Resources Management Information System (HRMIS); familiarity with federal benefits programs.

Required Experience

A minimum of two years specialized and progressively responsible experience in at least one, but preferably two or more functional areas of human resources management and administration (e.g. classification, recruitment and staffing, training and development, employee relations, performance management, payroll and benefits administration) that provided knowledge of human resources administration rules and regulations. At least one year equivalent work at the lower classification level. Some educational substitution for experience may apply.

Benefits

- 10 paid holidays per year
- Up to 13 days of paid vacation for the first three years, increasing with tenure thereafter; 13 sick days accrued per year
- Choice of employer-subsidized federal health and life insurance plans
- Optional long-term care insurance
- Optional participation in Health and Dependent Care Reimbursement Accounts
- Participation in the Federal Employees Retirement System.
- Optional participation in an employer-matching Thrift Savings Plan (similar to a 401K)

Conditions of Employment

Must be a U.S. citizen, or a citizen of a country with a defense treaty with the U.S., who is eligible to work in the U.S. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are “at will” and can be terminated with or without cause by the Court. Employees will be hired provisionally pending the results of a background check. Direct deposit of pay is required.

Application Instructions

Submit résumé, cover letter and references online to hrspeg@ca3.uscourts.gov or mail to: Circuit Executive’s Office, U.S.C.A. for the Third Circuit, 22409 U.S. Courthouse, 601 Market Street, Philadelphia, PA 19106-1790, Attn: Michelle Wulff.

The U.S. Court of Appeals is an Equal Opportunity Employer