

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

Position: Human Resources Assistant

Announcement Number: 2021-14

Location: Tyler, Texas

Salary Range: CL 24 (\$38,694 - \$62,904) or CL 25 (\$42,747 - \$69,462) depending on qualifications



U.S. District Court, TXED
Human Resources
211 W. Ferguson Street
Tyler, Texas 75702
Opening Date: August 9, 2021
Closing Date: Open until filled

NOTICE OF VACANCY

The United States District Court for the Eastern District of Texas is a public service-oriented organization focused on providing exceptional customer service to the court, members of the legal community and the general public. Currently, we are seeking a motivated and experienced individual to serve as a **Human Resources Assistant**. There are seven offices within the Eastern District of Texas: Beaumont, Lufkin, Marshall, Plano, Sherman, Texarkana and Tyler.

PRIMARY DUTIES:

- Provide administrative and technical support for human resources programs and all court members in accordance with approved procedures, policies, and internal controls.
- Prepare form letters, notices, and other correspondence.
- Coordinate interviews, meetings, and office calendars.
- Assist in preparing and posting vacancy announcements. Assist with background and investigation checks. Issue credentials and identification cards.
- Enter data into Human Resources Management Information System (HRMIS) application and provide user support. Maintain and monitor human resources records, including payroll and leave records using HRMIS, while adhering to national and court guidelines. Track and enter time sensitive data, such as dates of promotion, performance evaluation information and data, and step increases.
- Process a variety of human resources and payroll actions such as appointments, promotions, separations, terminations, and within grade increases.
- Gather data for required reports, such as telework, fair employment practices, early out authority, and workers' compensation.
- Assist with training activities, such as maintaining training records, and preparing materials and resources,
- Assist with scheduling, coordinating, and preparing materials for human resources-related events such as new hire orientation, employee recognition programs, open season, and other related activities.
- Assist with onboarding and offboarding associated with intern/extern programs.
- Distribute benefits information and answer routine benefits questions.
- Perform other related duties, as assigned.

QUALIFICATIONS:

- College degree in human resources or a related field.
- Experience in two or more functional areas of human resources administration (classification, staffing, training, employee relations, etc.)
- Human resources management work experience in a federal court or judicial branch agency preferred.
- At least one year of specialized experience. Specialized experience is progressively responsible experience in at least one of the functional areas of human resources administration (classification, staffing, training, employee relations, etc.) that provided knowledge of the rules, regulations, and terminology of the area of personnel administration.
- Must provide excellent customer service.
- Excellent interpersonal skills. Ability to communicate effectively, both orally and in writing, with individuals and groups of varying experiences and backgrounds.
- Ability to exercise sound ethics and mature judgment, maintain confidentiality and interact professionally and tactfully with a wide variety of persons. Ability to maintain confidentiality, protect sensitive information, and exercise discretion.
- Highly organized individual. Ability to be flexible and adapt to unanticipated needs and challenges and to manage multiple tasks and priorities, often with deadlines.
- Demonstrated ability to exhibit the quality of judgment and temperament required of an officer of the judiciary, as indicated by integrity, trustworthiness, and character.
- Excellent analytical, problem solving, critical thinking and research skills. Accuracy and attention to detail is essential.
- Occasional district wide travel as needed.
- Professional demeanor.
- Proficient in using technology, including the use of various software programs and applications. Must be experienced with Adobe Acrobat and Microsoft Office including Word and Excel.

BENEFITS AND HIRING POLICIES:

The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under “Excepted Appointment” and are considered “at-will” employees. As such, employment may be terminated by either the employer or the employee with or without cause. Federal Civil Service classifications/regulations do **not** apply; however, court employees are entitled to similar benefits as other federal employees. These benefits include participation in the Federal Employees’ Retirement System which contributes to the Social Security Retirement Program, the Federal Employees’ Health Benefits Program, Federal Employees’ Group Life Insurance Program, Thrift Savings Plan (similar to a 401k plan with employer matching contributions), paid holidays and annual/sick leave accrual. See the United States Courts website for an overview of [Federal Judiciary benefits](#).

CONDITIONS OF EMPLOYMENT:

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. The selected candidate will be subject to a background check as a condition of employment and will be hired provisionally pending successful completion of the background check. Unsatisfactory results may result in termination of employment. Court employees are required to adhere to the *Code of Conduct for Federal Judicial Employees*. This position is subject to mandatory electronic funds transfer for payroll direct deposit.

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: <http://www.txed.uscourts.gov/>. All documents should be submitted as a **single pdf** with the reference number (2021-14 Human Resources Assistant) in the subject line via e-mail to: hr@txed.uscourts.gov.

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. Skill and knowledge testing may be administered to candidates who progress beyond the initial interview process. Expenses associated with interviews or relocation will not be reimbursed.

The United States District Court Is an Equal Opportunity Employer.