



**United States District Court
Eastern District of New York**
www.nved.uscourts.gov

VACANCY ANNOUNCEMENT

February 8, 2012

Vacancy Announcement - #12-07/HRASST

Human Resources Assistant

Brooklyn Courthouse – 225 Cadman Plaza East

Salary: CL 24-26 (\$38,738-\$76,618)

Closing date for receipt of resumes: Open until filled – preference will be given to applications received by Friday, February 17, 2012

The Human Resources Assistant provides administrative and technical support for human resources programs, personnel transactions, and training activities, in accordance with approved procedures and policies. The incumbent reports to the Human Resources Manager. The work hours are 8:30 am to 5:00 pm.

DUTIES AND RESPONSIBILITIES:

- Process a variety of human resources and payroll actions such as appointments, promotions, separations, terminations, within grade increases, and changes to benefit elections. Maintain automated personnel records system. Prepare and utilize spreadsheets to track personnel actions and telework data.
- Conduct assigned recruitment efforts such as coordinate interviews, administer employment tests, and maintain recruiting and hiring statistics for the Fair Employment Practices Report. Create and maintain applicant log for each vacancy announcement.
- Administer background checks and investigations and issue credentials and identification cards.
- Assist in researching, developing, and recommending human resources related procedures or policies for the court.
- Assist with creating and classifying position descriptions.
- Maintain and monitor human resources records, including payroll and leave records. Track and enter time sensitive data, such as employees' promotions and step increases. Maintain and audit leave and timekeeping records.
- Assist with the implementation of new human resources technology initiatives.
- Orient new users to available electronic human resources tools.
- Assist end-users with system issues and provide training and mentoring to reduce errors and enhance system acceptance.
- Assist with the creation and maintains user guides and forms to ensure consistent use of HR systems.
- Ensure accuracy of personnel information in HRMIS and the automated time and attendance program.
- Create and run reports. Assist in the installation of upgrades of new or revised off-the-shelf/desktop releases.
- Assist with benefit program coordination, including scheduling benefit presentations, maintaining and distributing benefits materials, processing forms, and addressing routine benefit questions and resolving benefits issues.
- Assist with training activities related to human resources matters within the court unit, such as maintaining training records, assisting with preparing materials and resources, scheduling resources (e.g., meeting rooms, web-based resources, etc.)
- Perform reception duties by greeting visitors/callers in person and on the telephone, and answering routine questions.
- Perform other related duties as required.

REQUIRED QUALIFICATIONS: To be considered for this position at CL 24, 1 year of specialized experience is required.

- CL 25, two years of specialized experience;
- CL 26, three years of specialized experience is required.

The successful applicant must have excellent communication, research, writing and interpersonal skills with the ability to work with others and have the ability to learn new technologies. The incumbent must be able to multitask, be highly self-motivated, proactive. The ability to maintain confidentiality is essential.

SPECIALIZED EXPERIENCE: Progressively responsible clerical, administrative or technical experience that provided an opportunity to gain (a) skill in dealing with others in person-to-person work relationships, (b) the ability to exercise mature judgment, (c) knowledge of basic concepts, principles, theories, practices of human resources administration and computer based systems. The successful candidate must have experience in most of the following software applications the court currently utilizes: WordPerfect, Microsoft Office, Adobe Acrobat, and Internet Explorer/Mozilla Firefox. Experience with payroll systems such as Oracle or PeopleSoft is a plus.

Benefits:

The United States District Court offers a generous benefit package to full-time permanent employees which include:

10 Paid Federal Holidays	Thrift Savings Plan (401k style) (optional)
13 Days Paid Vacation (per year for the first three years)	Life Insurance (optional)
20 Days Paid Vacation (after three years)	Long-Term Disability Plan (optional)
26 Days Paid Vacation (after fifteen years)	Long-Term Care Insurance (optional)
13 Days Paid Sick Leave	Medical, Dental & Vision Coverage (optional)
Participation in Federal Employees Retirement System	Credit Union Participation
Health, Dependent & Commuter Reimbursement Programs (optional)	

Conditions of Employment:

Applicants must be U.S. citizens. Positions in the Federal Judiciary are excepted service appointments, are considered “at will” and can be terminated with or without cause.

The applicant selected will be required to complete an initial performance probationary period and will be subject to a background check. Failure to successfully complete the probationary period or a negative finding from the background check may result in termination of employment.

All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Qualified persons interested in being considered for this position should submit a cover letter (include vacancy announcement number) specifying qualifications in relation to the position, an [AO78 \(Application for Judicial Branch Federal Employment Form\)](#) and a resume to:

Jeffery Howell, HR Manager
U.S. District Court, Eastern District of New York
225 Cadman Plaza East
Brooklyn, NY 11201
Email: nyed-applications@nyed.uscourts.gov

The Court reserves the right to conduct interviews at any time prior to or after the closing date for receipt of applications. Only applicants selected to receive an interview will be notified by phone or e-mail.

The U.S. District Court is an Equal Opportunity Employer.