



***Career Opportunity
Human Resources Specialist
Probation Office and Pretrial Services
Portland, Oregon
Vacancy Number 13-01
January 22, 2013***

THE POSITION

The United States District Court for the District of Oregon is now accepting applications for the position of Human Resources Specialist located in Portland, Oregon. As a member of the Human Resources Division, the HR Specialist performs and coordinates administrative, technical, and professional work related to human resources programs and training activities for both the Probation Office and Pretrial Services staff. This includes ensuring compliance with appropriate guidelines, policies, and approved internal controls.

Representative Duties:

- Processes a variety of human resources and payroll actions such as appointments, promotions, separations, terminations, within grade increases, and changes to benefit elections.
- Maintains and monitors human resources records, including payroll and leave records in HRMIS.
- Processes workers compensation claim forms.
- Conducts assigned recruitment efforts, such as preparing vacancy announcements and ensuring positions are advertised according to the needs of the unit; reviews applications for completeness; coordinates interviews; administers employment tests; and maintains recruiting and hiring statistics for the Fair Employment Practices Report. Creates and maintains applicant log for each vacancy announcement.
- Coordinates and monitors medical evaluation process for provisional law enforcement officer hires.
- Administers background checks and investigations and issues credentials and identification cards.
- Assists the Human Resources Director in researching, developing, and recommending human resources related procedures or policies for the court unit.
- Assists with creating and classifying position descriptions.
- Tracks and enters time sensitive data, such as employees' promotions, performance evaluations, and step increases.
- Assists with benefit program coordination, including maintaining and distributing benefits materials, processing forms, and addressing routine benefit questions and resolving benefits issues.
- Assists with training activities related to human resources matters within the court unit, such as maintaining training records, assisting with preparing materials and resources, and scheduling resources (e.g., meeting rooms, web-based resources, etc.)
- Notifies appropriate departments of new hires and separations to ensure timely set up or collection of office equipment, computer needs, and keys.
- Provides clerical support to Drug and Alcohol Treatment Specialist (DATS) Officers.
- Performs other related duties as required.

QUALIFICATIONS

Minimum Qualifications: To be eligible for appointment at CL 25, a candidate must possess a minimum of one year of specialized experience (equivalent to work at the CL 23) or completion of the requirements for a bachelor's degree from an accredited college or university in human resources management or a related field of study. Specialized experience is progressively responsible experience in at least one but preferably two or

more functional areas of human resources management and administration (classification, staffing, training, employee relations, etc.) that provided knowledge of the rules, regulations, terminology, etc. of the area of human resources administration.

Desired Qualifications: Human resources experience as an HR generalist for the federal judiciary, federal government, or law enforcement agency, Professional Human Resources (PHR) certification, and proficiency with PeopleSoft.

Candidates must also demonstrate:

- A consistent past employment record;
- Experience in dealing with routine and complex assignments;
- A demonstrated ability to thoroughly research and solve problems;
- Ability to think through, analyze, and interpret written communications;
- Ability to multi-task, and prioritize tasks and work assignments;
- Superior oral and written communication skills;
- Strong organizational skills and attention to detail;
- Strong interpersonal skills; and
- A professional demeanor and appearance appropriate for a law or professional office environment.

SALARY RANGE

This position is classified at CL 25 (\$39,998 - \$ 65,055) depending upon the qualifications and experience of the successful candidate. This position has possible promotion opportunity to CL 27.

Employee Benefits:

Employees of the United States District Courts are not included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of these benefits are:

- Full-time employees accrue 13 days of paid vacation per year for the first 3 years of employment up to a maximum of 26 days per year at the 15-year anniversary.
- Participation in a retirement program with optional participation in the federal government's deferred compensation program, the Thrift Savings Plan.
- Optional participation in a federal health insurance plan of choice.
- Optional participation in supplemental insurance programs, including group long-term care, group long-term disability insurance program, and dental and vision insurance programs.
- Optional participation in the flexible spending account program for unreimbursed medical, dental, and vision expenses; dependent care expenses; and commuter expenses.
- A minimum of 10 paid holidays per year.
- Time-in-service credit for employees of other federal agencies, as well as time for those with prior military service, for determining leave accrual and retirement benefits.

HOW TO APPLY

To apply, submit a letter of interest and chronological resume together with an Application for Employment – U.S. District Court, District of Oregon, and a list of 3 professional references to the address below. These items should arrive at the Court no later than 4:30 p.m. on January 22, 2013. Application forms are available on the Court's website at **www.ord.uscourts.gov** in fillable format. These forms are also available at the Portland Clerk's Office (see address below). Please type or print all information and sign and date forms where indicated. Incomplete packets and those submitted after the deadline date will not be considered. Verification of employment, education, and reference checks will be made prior to any offer of employment.

Human Resources Specialist
Office of the Clerk
Human Resources Division
United States District Court, District of Oregon
1000 SW Third Avenue, Suite 740
Portland, Oregon 97204

The Court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Division of the Clerk's Office at 503-326-8165. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

CONDITIONS OF EMPLOYMENT

- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- U.S. Probation reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool.
- Employees of the United States Courts serve under “Excepted Appointments” and are considered “at will” employees. As such, employment can be terminated at any time. Furthermore, Federal Civil Service classifications do not apply.
- This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (i.e., Direct Deposit).
- Applicants must be United States citizens or eligible to work for the United States government. Appointment is contingent upon providing proof of U.S. citizenship or proof of authorization to work in the United States as required by the Immigration Reform and Control Act of 1986.
- **Prior to appointment, the selected candidate will be subject to a background investigation as a condition of employment.**

The United States District Court for the District of Oregon is an Equal Opportunity Employer