



United States District Court Southern District of Florida Notice of Vacancy

Position: Human Resources Assistant

Vacancy Announcement No.: 2016-CLK-02

Type of Appointment: Full-time, Temporary One Year & One Day

Duty Station Location: Miami, Florida

(Occasional travel to divisional offices may be required)

Salary Range: CL 23/24 (\$33,895 - \$61,008)*

*Salary is commensurate with experience and qualifications

Opening Date: February 4, 2016

Closing Date: Open Until Filled. Applications received by February 24, 2016 will be given first review.

Position Overview

The Human Resources Assistant provides clerical, administrative and technical support for human resources programs and activities in accordance with approved procedures, policies, and internal controls.

Representative Duties

Perform office reception duties by greeting visitors in person and on the telephone by answering routine questions including those that come in via electronic mail. Direct questions and visitors to the appropriate person. Maintain office materials, supplies and handouts. Receive and prioritize all incoming materials, including mail and faxes, and route to appropriate individuals in the Human Resources office. Assists human resources peers by maintaining, updating, tracking, copying, scanning, filing both paper and electronic files; make copies and deliver documents to staff. Assist with recruitment to include preparing and distributing vacancy announcements, coordinating interviews, scheduling appointments and reserving meeting rooms, administers employment testing, and conducting reference checks. Assist in administering background and investigation checks, pre-employment tests, and issuing credentials and identification cards. Enter data into various human resources applications including the Human Resources Management Information System (HRMIS). Track and enter time-sensitive data, such as employees' date of promotion, performance evaluation information and data, and step increases. Assist with maintenance of leave and timekeeping records. Assist with benefit program coordination, including maintaining and distributing benefits materials, processing forms, and answering routine benefit questions. Assist with coordinating Human Resources and Training events. Assist with processing associated with intern/extern programs. Perform other related duties as assigned.

Qualification Requirements

Requires two years of general experience which might be gained by working in an office setting and at least one year of specialized experience. Specialized experience is defined as progressively responsible clerical or administrative experience that involved the routine use of keyboard skills and provided knowledge of the rules, regulations and terminology of human resources/personnel administration. Knowledge/experience with procedures and practices as they relate to human resources management and processing related paperwork and transactions. **Requires excellent computer skills, use of spreadsheets, automated human resources systems and other computer-based systems used to process human resources information.**

Court Preferred Qualifications & Skills

- Previous experience working in a human resources office, bank or other field in which involves access to secure information and in which maintaining confidentiality is required and routine.
- Ability to communicate professionally and with tact both orally and in writing.
- Proficiency working in automated environments with a significant knowledge of computer programs such as Adobe, Excel, WordPerfect, Word and Windows.
- Bachelor's degree from an accredited college/university in a field of academic study such as human resources, psychology, sociology, human relations, business or public administration.

Personal Characteristics

A successful candidate is highly organized, possesses good judgment and poise. This position will interact with the public and will also communicate routinely with employees, managers and Judges. The visibility of this position makes it important for a candidate to be committed to working harmoniously with others and to maintain a professional appearance and demeanor at all

times. The incumbent is self-motivated and is unafraid to make suggestions when there is room for improvement in a team-based setting. Must be able to balance the demands of varying workload responsibilities and deadlines.

Organizational Relationship

This position is assigned to the Clerk's Office in the Miami Courthouse and reports to the Human Resources Manager.

Background Check & Investigation

This is a Sensitive position within the Judiciary. The selected candidate will be subject to a technical fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of employment. Employment will be considered provisional until the background check is completed.

Salary

Appointment at the CL 24 requires at least one year of specialized experience that is equivalent to work at the CL 23 level. Appointment at the CL 23 level will be considered developmental with potential movement to the CL 24 level without need for further advertising.

Benefits

Employees of the United States District Court serve under "Excepted Appointment" and are considered "At-Will" employees. Federal Government Civil Service classifications or regulations do not apply. Judicial employees are entitled to the same benefits as other Federal Government employees such as:

- Employees accrue 13 days of paid vacation per year for the first three years
- Ten paid national holidays per year
- Participation in the Federal Employees Health Insurance Program on a pre-tax deduction basis
- Participation in Group Life Insurance
- Participation in a Long Term Disability Program
- Participation in the Federal Employees Retirement System with investment opportunities through the Thrift Savings Plan.
- Participation in Pre-Tax Flexible Spending Accounts.
- Participation in Long Term Care Insurance Program.
- Mandatory EFT (electronic funds transfer) participation for payment of net pay.

For more information on working for the federal courts, please visit <http://www.uscourts.gov/Careers.aspx>

How to Apply

Submit all items (listed below) via email. All attachments should be in Adobe (.pdf); or Word (.doc; .docx) format. The subject line of the email should indicate the Position Title and Announcement Number **Human Resources Assistant/2016-CLK-02**. Send the email with attachments to flsd_hrmail@flsd.uscourts.gov

A complete application includes the following:

1. A detailed resume
2. A completed Form AO-78 "Application for Judicial Branch Employment". Form AO-78 is available under the Employment tab of the Court's website, www.flsd.uscourts.gov
3. An additional statement (no more than two type-written pages) describing the extent to which you possess the knowledge, skills, and abilities listed in the Qualification Requirements section, including examples of specialized experience, accomplishments, and responsibilities as they relate specifically to the position overview.

Incomplete applications and materials that are not submitted by e-mail as instructed will be disqualified. Individuals who meet qualifications and are selected for interview will be contacted by the Court. Applicants selected for further consideration will be subject to testing. All newly appointed employees are subject to a one year probationary period. Applicants must be a United States Citizen or eligible to work in the United States.

United States District Court - Human Resources
400 North Miami Avenue, Room 8S47, Miami, FL 33128
General Information: (305) 523-5980
District Court Website: www.flsd.uscourts.gov

The Federal Courthouse is designated as non-smoking area.
The Federal Court practices zero tolerance for illegal drug use.

The United States District Court is an Equal Opportunity Employer.