

**UNITED STATES DISTRICT COURT
DISTRICT OF NEW JERSEY**

William T. Walsh, Clerk



**Career Opportunity
Announcement # 16-01**

Position Title: Human Resources Assistant/Specialist

Classification Level: CL 26 (starting from \$48,083 - \$78,127*) to CL 27 (starting from \$52,809 - \$85,864*)
**salary placement based on qualifications, experience and court funds*

Duty Station: Clerk's Office - Trenton, New Jersey
(with weekly travel to the Newark and Camden divisional offices)

Posting Period: October 8 to October 27, 2015

POSITION SUMMARY

The U.S. District Court for the District of New Jersey is seeking a motivated, highly organized, detailed oriented self-starter with customer focused skills to join their Human Resources team. Under the supervision of the Human Resources Manager, the incumbent for this position will be cross-trained in all aspects of the department and will be responsible for performing and coordinating administrative, technical and professional work covering the human resources areas of recruitment, staffing, classification, general benefits and leave, background checks and investigations and court identification security. The Human Resources Assistant/Specialist will provide human resources services to Judicial Officers, Clerk's Office, Chambers and Court Staff district-wide, therefore weekly/routine travel is required.

REPRESENTATIVE DUTIES

Refer, adhere to and interpret the Guide to Judiciary Policy, the Human Resources Manual, the District Court's Personnel Orientation Manual, internal controls for separation of duties, and department internal policies and procedures when handling management and staff inquiries and managing assigned human resources projects.

Process a variety of human resources actions such as appointments, promotions, separations, terminations, step increases, etc. Maintain personnel records. Assist in employment verifications. Gather and organize data for required reports such as fair employment practices, telework, staffing and volunteer data, etc.

Effective utilization and administration of human resources automated systems including HRMIS (Human Resources Management Information System), ePerformance, eOPF (Electronic Official Personnel Folder) and FAC (Facility Access Card). Using the HRMIS system, maintain accurate data to track employee qualification for pay increases consistent with judiciary pay standards and share this information with management. In administering the ePerformance system, work with managers to ensure proper and timely completion and submission of staff self-appraisals and annual employee appraisals based on the employee's within grade increase (WGI) date.

Handle assigned recruitment efforts, such as preparing and posting vacancy announcements, reviewing and properly qualifying applications. Coordinate interviews and provide guidance to hiring managers on the recruitment process.

Administer background checks and investigations. Process Facility Access Cards (FAC) for the issuance of credentials and identifications cards ensuring compliance with FAC guidelines and department procedures. Maintain FAC related documents.

Provide general guidance to managers and staff on leave matters to ensure compliance with judiciary leave policies and procedures.

Prepare and conduct necessary training in human resources related areas such as recruitment, classification, performance management, etc.

Assist in conducting new hire orientations for newly appointed employees.

Coordinate and perform other duties and human resources projects and programs as assigned by the Human Resources Manager.

QUALIFICATIONS

To qualify for this position, the incumbent must have a Bachelor's degree from an accredited college or university in an accepted field of study and two (2) years of specialized experience. Specialized experience is progressively responsible experience in at least one but preferably two or more functional areas of human resources administration (classification, staffing, recruitment, leave, etc.) that provided knowledge of the rules, regulations, terminology, etc., in the area of human resources.

The successful candidate should demonstrate excellent organizational, analytical and interpersonal skills. This position also requires strong motivation, initiative, attention to detail, a friendly and customer focused attitude and the ability to handle multiple priorities and tasks simultaneously. The Human Resources Assistant/Specialist will be communicating routinely with management and staff, therefore the candidate should demonstrate the ability to communicate professionally and with tact both orally and in writing. The incumbent must be able to handle confidential matters professionally. We serve staff in three divisional offices, therefore weekly travel to other district offices is required. Proficient in WORD, Excel spreadsheets and lotus notes email. Skill in the use of automated human resources systems is highly preferred.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in the U.S. A background investigation including fingerprint and criminal record check will be conducted. Any applicant selected for a position will be hired provisionally pending favorable suitability determination of the background investigation.

INFORMATION FOR APPLICANTS

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for an interview. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may elect to select a candidate from the original qualified applicant pool.

Judiciary employees serve under excepted appointments and are considered "at will" and can be terminated with or without cause by the court. All information provided by applicants is subject to verification and false statements or omissions of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment. All newly appointed employees are subject to a six-month probationary period.

APPLICATION PROCESS

Qualified applicants must submit **electronically** (1) a cover letter **which should include salary requirement** and (2) an updated resume to the attention of Emma C. Fernandez-Regan, Human Resources Manager on or before October 27, 2015 via the following recruitment address: http://www2.ca3.uscourts.gov/vacancyupload/njd_1601.aspx

***THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF NEW JERSEY
IS AN EQUAL OPPORTUNITY EMPLOYER***