



UNITED STATES COURT OF APPEALS

District of Columbia Circuit
E. Barrett Prettyman U.S. Courthouse
333 Constitution Avenue, N.W.
Washington, D.C. 20001

Position Title: HUMAN RESOURCES SPECIALIST

Announcement No.: USCA-23-15

Salary Range: \$75,343 - \$122,483 (CL 28/01 - CL 28/61), *depending on qualifications.*
This is a full-time position.

Position Location: Washington, D.C.

Opening Date: November 17, 2023

Closing Date: Open Until Filled – To ensure consideration, submit application by
December 11, 2023.

POSITION SUMMARY: The Office of the Clerk, U.S. Court of Appeals for the D.C. Circuit, is seeking a well-organized, detail-oriented, and self-motivated individual to serve as a Human Resources Specialist. The incumbent provides the full range of human resources support services to the Circuit Executive's Office, Circuit Library, Circuit Mediation Programs, Clerk's Office, Legal Division, judges, and chambers staff within the D.C. Circuit.

RESPONSIBILITIES:

- Formulates, administers, and manages the full range of human resources policies, procedures, and standards for multiple court units with varying needs and priorities.
- Ensures that human resources practices and procedures adhere to the Guide to Judiciary Policy and Human Resources Manual. Monitors and updates internal control policies and procedures.
- Performs duties related to benefits administration, leave administration, recruitment, retirement, staffing budget and payroll, workers' compensation, and personnel action processing. Maintains personnel files.
- Administers human resources activities including leave tracking, electronic records management, and performance management using the Human Resources Management Information System (HRMIS), InfoWeb, and other software programs.
- Directs the Administrative Specialist in day-to-day responsibilities and advises on routine and non-routine human resources matters.
- Assists with developing and reviewing staffing plans for multiple court units. Provides advice on job classification standards.
- Coordinates with managers and court unit executives on the evaluation of staff performance. Oversees a performance tracking system for employee evaluations and salary increases.
- Consults with and advises court unit executives, managers, judges, chambers staff, and other employees on human resources matters, procedures, and policies.
- Provides training on human resources related areas such as benefits, leave administration, and retirement.

- Performs backup duties to the Financial Administrator, including cash receipting and importing receipt transactions into the judiciary's automated financial system, Judiciary Information Financial Management System (JIFMS), and preparing and generating deposits using OTCNet.
- Performs other duties as assigned.

QUALIFICATIONS:

The successful candidate must be well-organized, meticulous, and able to handle multiple assignments and stay on task with frequent interruptions. The position requires good judgment in applying and interpreting policies, procedures, and regulations. The incumbent must also have exceptional customer service skills and experience in fostering the interpersonal work relationships needed to be part of a team of employees. Effective communication skills (verbal and written) are essential.

A bachelor's degree from an accredited four-year college or university is preferred. Applicants must have either two years of specialized experience or a master's degree or two years of graduate study at an accredited university in business or public administration, political science, criminal justice, law, or other field closely related to human resources. Specialized experience is defined as progressively responsible experience in or closely related to the position's work that has provided the particular knowledge, skills, and abilities to perform the position's duties successfully. Specifically, it 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 provides knowledge of the rules, regulations, terminology, etc. of the area of human resources administration.

REQUIREMENTS:

- All positions in the Clerk's Office are "Excepted" appointments. Employees are considered "at will" and will serve a one-year probationary period.
- Employees must adhere to the Code of Conduct. Employees are subject to strict confidentiality requirements.
- The successful candidate is subject to a background investigation and will be considered a provisional employee pending a favorable suitability determination.
- Applicants must be United States citizens or eligible to work for the United States government.

To learn about the Judiciary's benefits, go to <https://www.uscourts.gov/careers/benefits>.

Email a cover letter and resume, as a single PDF attachment (Attention: Human Resources), to VacancyHRSpecialist@cadc.uscourts.gov. Please include the vacancy announcement number (USCA-23-15) in the subject line.

Due to the large volume of applications, the court will send a letter regarding the status of an application only to those candidates scheduled for interviews. *When the position is filled, a notice will be placed on the court's internet site.*

The United States Court of Appeals is an Equal Employment Opportunity employer. The successful applicant will be subject to mandatory electronic transfer of funds for payment of net pay. The United States Courthouse is a smoke-free building.