



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF PENNSYLVANIA**

VACANCY ANNOUNCEMENT

POSITION TITLE: Human Resources Technician
Full-Time Position

VACANCY NUMBER: 21-16 I/E

STARTING SALARY: CL 24 (\$42,061 - \$68,378) to CL 25 (\$46,467 - \$75,507)
Salary commensurate with experience

LOCATION: Philadelphia, Pennsylvania

POSTING DATE: August 2, 2021

CLOSING DATE: Open Until Filled

POSITION OVERVIEW

The United States District Court for the Eastern District of Pennsylvania is accepting applications for the position of Human Resources Technician. The Human Resources Technician provides administrative support for human resources programs, personnel transactions, and training activities. This position is located within a consolidated/shared human resources department (District Court, Probation and Pretrial Services) which serves judges and judicial staff, court management, U.S. Probation and Pretrial Services Officers, and employees. The position is located in the Clerk's Office of the U.S. District Court in Philadelphia.

DUTIES AND RESPONSIBILITIES

- Assist human resources specialist and coordinator with clerical duties such as coordinating daily mail and transmitting documents. Process mail requiring special handling.
- Prepare form letters, notices, and other correspondence using templates and forms.
- Receive, prioritize, and route all incoming materials and documents from within the court to appropriate individuals.
- Maintain, update, and track electronic files. Scan and file documents.
- Schedule appointments, arrange interviews and meetings, and maintain office calendars.
- Assist in preparing and distributing vacancy announcements. Coordinate interviews. Assist in administering background and investigation checks and issuing credentials and identification cards.
- Enter data into Human Resources Management Information System (HRMIS) application. Maintain and monitor human resources records, including payroll and leave records using HRMIS, while adhering to national and court guidelines. Track and enter time-sensitive data, such as employees' date of promotion, performance evaluation information and data, and step increases. Maintain leave and timekeeping records.

- Process a variety of human resources and payroll actions such as appointments, promotions, separations, terminations, and within grade increases.
- Gather data for required reports, such as telework, fair employment practices, early out authority, and workers compensation.
- Assist with training activities with 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.)
- Assist with scheduling, coordination, and preparation of materials for human resources-related events such as new hire orientation, employee recognition programs, open season, and other related activities.
- Assist with processing associated with intern/extern programs.
- Distribute benefit information and answer routine benefit questions.
- Perform other related duties, as assigned.

MINIMUM QUALIFICATIONS

- High school graduate or equivalent, plus two (2) years of general work experience.
- At least one year of specialized experience. Specialized experience is progressively responsible experience in at least one of the functional areas of human resources administration (classification, staffing, training, employee relations, etc.) that provided knowledge of the rules, regulations, and terminology of the area of personnel administration.
- Excellent interpersonal skills. Ability to exercise sound ethics and mature judgment, maintain confidentiality and interact professionally and tactfully with a wide variety of persons. Ability to communicate effectively, both orally and in writing, with individuals and groups with varying experiences and backgrounds.
- Highly organized individual. Ability to be flexible and adapt to unanticipated needs and problems and to manage multiple tasks and priorities, often with deadlines.
- Excellent analytical, problem solving, critical thinking and research skills. Accuracy and attention to detail essential.
- Proficient in computer skills, including the use of various software programs and applications. Must be experienced with Adobe Acrobat and Microsoft Office including Word and Excel.
- Skilled in administrative matters such as file maintenance record keeping, reporting, and preparation of presentation materials and correspondence.

Highly Preferred Qualifications

- College degree in human resources or a related field; and/or
- Experience in two or more functional areas of human resources administration (classification, staffing, training, employee relations, etc.); and/or
- Human Resources management work experience in a judicial branch.

CONDITIONS OF EMPLOYMENT

Employees of the Court are excepted service appointments, considered “at-will,” and can be terminated with or without cause. All judiciary employees are required to adhere to the Judicial Code of Conduct. The final candidate will be subject to a background check, which includes fingerprinting. Applicants must be U.S. citizens.

BENEFITS

Employees of the United States District Court are entitled to federal benefits including health insurance, vision and dental insurance, life insurance, long-term care insurance, flexible spending accounts,

retirement benefits, participation in Thrift Savings Plan (similar to a 401K plan), paid federal holidays, and paid annual and sick leave.

HOW TO APPLY

Qualified **internal** applicants must submit the following as a **single PDF document**: (1) letter of interest; and (2) detailed resume.

Qualified **external** applicants must submit the following as a **single PDF document**: (1) letter of interest; (2) detailed resume; (3) list of at least three professional references with current contact information; and (5) completed and signed *AO 78 Application for Judicial Branch Federal Employment* (www.uscourts.gov).

Completed applications in a **single pdf document** should be forwarded to Human Resources at: paedhumanresources@paed.uscourts.gov with the subject line, "**Human Resources Technician Vacancy #21-16 I/E**" and will not be considered complete unless all items have been received by Human Resources. Incomplete application packets will not be accepted for consideration.

Expenses associated with interviews or relocation will not be reimbursed. Due to the volume of applications anticipated, the court will only communicate with those applicants who will be interviewed. Do not contact the court to inquire about this position. Applicants scheduled for an interview should advise the Human Resources staff if any accommodation will be necessary.

The U.S. District Court for the Eastern District of Pennsylvania reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position at any time, any of which may occur without prior written notice or other notice.

**The Clerk's Office of the U.S. District Court for the Eastern District of Pennsylvania
is an Equal Opportunity Employer**