

UNITED STATES COURTS FIFTH JUDICIAL CIRCUIT

Reference # FY13-01
January 10, 2013



VACANCY ANNOUNCEMENT

Position Title: Human Resources Specialist
Location: New Orleans, Louisiana
Salary Grade/Range: CL 26: \$41,786 - \$67,951, with promotion potential to CL 27, or CL 27: \$45,928 - \$74,628, depending on experience, salary, and qualifications
Closing Date: January 31, 2013

The Circuit Executive invites applications from qualified persons for the position of Human Resources Specialist. Appointed by the Circuit Executive, the incumbent reports directly to the Deputy Circuit Executive and is primarily responsible for a full range of services in three discrete areas: human resources for the offices of the circuit executive, conference attorney, and circuit library; training; and meeting management duties.

Representative duties include, but are not limited to: (1) developing and recommending personnel policies; (2) administering the employee benefits program; (3) processing personnel and payroll actions; (4) coordinating a performance management system; (5) preparing statistical and leave reports; (6) maintaining personnel records; (7) recruiting applicants for employment; (8) conducting organizational, operational, and fiscal analysis studies; (9) organizing and administering employee training programs; (10) planning small meetings and training events; and (11) providing staff support for a large annual conference.

The position requires a bachelor's degree in human resources, business management, or similar field, and a minimum of three years of related professional experience. Experience in meeting management is preferred. For those already employed in the federal system, a minimum of one year experience at the Classification Level 25 (GS-9) is necessary.

The successful candidate will possess:

- Effective written communication and proofreading skills to produce logical and concise written work products as well as to review and correct original correspondence.
- Excellent interpersonal skills, including articulate speech, tact, and diplomacy and the ability to work cooperatively with others in a team environment.
- The ability to organize multiple tasks, work under pressure, and meet deadlines.
- Skill in administrative matters, such as file maintenance, record keeping, and preparation of reports.
- A command of automated human resources, word processing, spreadsheet, email, and database programs and systems.
- Meticulous attention to detail, strict adherence to procedural requirements, and the utmost judgment, discretion, and confidentiality.
- Ability to collect, organize, and interpret data.

The Fifth Circuit is composed of the states of Texas, Louisiana, and Mississippi. This position is duty stationed at the court's headquarters in New Orleans, Louisiana. The position supports 53 staff members employed in the offices of the circuit executive, conference attorney, and circuit library.

APPLICATION PROCEDURE

Qualified applicants must submit a cover letter, resume, and salary history to:

Donna B. Dusang
Office of the Circuit Executive
U.S. Courts, Fifth Circuit
600 Camp Street, Room 100
New Orleans, Louisiana 70130

or via e-mail (WordPerfect, Word, or .pdf) to: vacancies@ca5.uscourts.gov

Deadline to apply is January 31, 2013.

GENERAL INFORMATION FOR APPLICANTS

- Only qualified applicants who submit complete applications by the closing date will be considered for this position.
- Applicants must be United States citizens or [eligible to work in the federal court system](#).
- The court provides reasonable accommodations to applicants with disabilities.
- The selected applicant must provide educational transcripts.
- The selected candidate must successfully complete a ten-year background investigation, including fingerprint and records check, and every five years thereafter will be subject to an updated investigation.
- All employees of the Judiciary are "at will" employees in the excepted service.
- The position is subject to mandatory electronic funds transfer for payment of salary.
- The court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, fill the position sooner than the closing date, or to extend the closing date, any of which actions may occur without any prior written or other notice.
- The [fringe benefits](#) offered to employees of the United States Courts include:
 - 13 days paid annual leave per year for the first three years of service.
 - 20 days paid annual leave per year after three years of service.
 - 26 days paid annual leave per year after 15 years of service.
 - 13 days paid sick leave accrued per year.
 - 10 paid holidays per year, plus Mardi Gras day.
 - Choice of medical, dental, and vision coverage from a wide variety of plans.
 - Life, long-term disability, and long-term care insurance options.
 - Participation in the Federal Employees Retirement System.
 - Participation in the Thrift Savings Plan (similar to 401k, with matching \$).
 - Pre-tax flexible spending accounts (medical and dependent care).
 - Transit/Parking subsidy (subject to the availability of funds).