

UNITED STATES COURTS FIFTH JUDICIAL CIRCUIT



Position Title:	Human Resources Coordinator, Announcement 14-1
Location:	Circuit Executive's Office, Fifth Circuit, New Orleans, Louisiana
Salary Range/Grade:	CL 26 (\$42,199 - \$68,639), depending on experience and qualifications. Promotion potential to CL 27 (\$46,365 - \$75,407).
Closing Date:	Deadline to apply is July 3, 2014. The court reserves the right to 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.

Overview

The Human Resources Coordinator provides administrative and technical support for human resources programs, personnel transactions, training and meeting endeavors, and purchasing activities in accordance with approved procedures and policies. The position is located in a consolidated human resources office providing support to the Circuit Executive's Office, Appellate Conference Attorney Program, and the Circuit Library. The incumbent reports to the Assistant Circuit Executive.

Representative 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) planning and organizing employee training events and various other meetings; (10) reviewing and processing purchase orders and payment vouchers; and (11) providing staff support for a large annual conference.

Qualifications and Requirements

The position requires a bachelor's degree, preferably in human resources or business administration, or similar field, and a minimum of three years professional HR experience.

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.
- The ability to organize multiple tasks, work under pressure, and meet deadlines.
- A command of automated human resources, word processing, spreadsheet, email, and database programs and systems.
- Skill in researching and interpreting guidelines, rules, policies, and regulations.
- The ability to collect, organize, and interpret data.
- Skill in administrative matters, such as file maintenance, record keeping, and preparation of reports.
- Meticulous attention to detail, strict adherence to procedural requirements, and the utmost judgment, discretion, and confidentiality.
- Excellent interpersonal skills and the ability to work cooperatively with others in a team environment.

Additional Information

- 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.

Benefits

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).

Application Procedure

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

Donna B. Dusang
Assistant Circuit Executive
U.S. Courts, Fifth Circuit
600 Camp Street, Room 109
New Orleans, Louisiana 70130

or via email (Word or .pdf) to: vacancy@ca5.uscourts.gov

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