

**UNITED STATES DISTRICT COURT
DISTRICT OF CONNECTICUT
VACANCY ANNOUNCEMENT - USDC-CT 12-03**

POSITION: Human Resources Assistant

OPENING DATE: February 6, 2012

CLOSING DATE: February 24, 2012

SALARY RANGE: CL 24 - CL25 (\$38K - \$53K) *DOE
*Depending on experience

DUTY STATION: New Haven, CT

The Clerk's Office for the United States District Court, District of Connecticut, is accepting applications for the position of Human Resources Assistant. The Assistant reports to the Human Resources Manager. The Clerk's Office has offices in New Haven, Bridgeport and Hartford and consists of approximately 70 employees and 18 judicial officers and their staffs. Positions are governed by the Court Personnel System and the Judiciary Salary Plan. This position is located in New Haven. Some occasional travel to the divisional offices is necessary, as well as out-of-state travel to attend training programs.

Representative Duties:

- Processes a variety of personnel and payroll actions such as appointments, promotions, separations, terminations, within-grade increases, and changes to health, life insurance, and Federal Employee Long Term Disability Insurance. Distributes employee copies of personnel actions in a timely manner;
- Prepares appointments and separation forms for law clerks. Communicates with Judges' staff to ensure accuracy of forms before submission to the Administrative Office;
- Checks preciseness of leave balances of separating employees and law clerks; assures correctness of SF 1150 on separating law clerks, as needed;
- Notifies employees of current information and, when necessary, open seasons of health, life and long term disability insurance;
- Prepares vacancy and promotion announcements and ensures positions are advertised according to the needs of the units, including posting on local web page and the J-Net. Makes certain all advertisements coincide with equal employment regulations as set by the Employee Relations Office;
- As needed, notifies applicants of receipt of resume. Coordinates interviews of applicants; at the time of interview, ensures employee application is completed accurately; sends acknowledgment letters to unsuccessful candidates;
- Reviews employment applications for completeness and determines that minimum qualifications requirements are met by each individual;
- Ensures new employees complete all necessary forms;
- Provides information to employees on appropriate procedures for filling out personnel-related forms or on procedures for leave, workers compensation and other personnel functions;
- Establishes and maintains a variety of personnel-related files, including individual personnel records and standard personnel and payroll forms;
- Maintains statistics for Equal Employment Opportunity reports and
- Performs other administrative duties as assigned.

Qualifications:

The successful candidate must have leadership qualities which include 1) the ability to collaborate and work effectively with all levels of court staff and other agencies, 2) the ability to communicate information clearly, accurately, and in a timely manner, 3) the ability to organize time and work effectively and 4) the ability to exercise good judgment and show initiative. Attention to details and analytical skills are a must. Responding to competing priorities, maintaining confidentiality and handling persons tactfully are essential.

Requirements:

Knowledge of benefits, personnel procedures and processes. Skill in typing and use of personal computers and software applications is required.

Education:

Bachelor's degree in Human Resources Management or Business Administration is preferred. Education may be substituted for experience.

How to Apply: Submit resume with cover letter and salary history **by email only** to: Human Resources Department @ Email: HR_department@ctd.uscourts.gov

Applicants must also submit a narrative statement addressing the following:

1. Why are you interested in the Human Resources Assistant position?
2. What would you bring to this position that is not apparent in your resume?

Travel expenses for interviews will be the responsibility of the applicant. The Court will communicate only with those applicants who are selected for an interview. No phone calls please.

Benefits:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Credit, time in-service, for prior government service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

Conditions of Employment:

- Applicants must be U.S. citizens or eligible to work in the United States.
- Successful candidate will undergo a full fingerprint and background records check. Any applicant selected for a position will be hired provisionally pending successful completion of the background investigation.
- Mandatory electronic direct deposit of salary payment.
- Employees are required to adhere to the Code of Conduct for Judicial Employees [available to applicants to view at the court website: www.ctd.uscourts.gov].
- Employees of the U.S. District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated with or without cause by the court.

The United States District Court is an Equal Opportunity Employer.