

**UNITED STATES DISTRICT COURT  
DISTRICT OF MASSACHUSETTS**

**NOTICE OF VACANCY**



**POSITION TITLE:** Human Resources & Training Clerk/Technician

**POSITION TYPE:** Full-time Regular (FTR), Excepted Service

**ANNOUNCEMENT #:** #16-05

**LOCATION:** Boston, Massachusetts

**CLASSIFICATION LEVEL:** CL 23-24 (Salary \$35,054 - \$63,095 per year)\*

\* Starting salary usually in the low to middle portion of the range provided above, depending upon qualifications and experience. Promotion to higher level is dependent on the needs of the office, assigned work duties and individual performance.

**OPENS:** May 25, 2016      **CLOSES:** June 8, 2016

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The U.S. District Court is currently accepting applications for a full-time Human Resources & Training Clerk/Technician. This position provides administrative and technical support for human resources and training programs, transactions and activities to the district, as needed.

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**Representative Duties:**

- Assist HR team with clerical duties such as coordinating daily mail, faxing documents, and maintaining office materials, supplies and handouts. Process mail requiring special handling.
- Maintain, update, and track paper and electronic files; make copies and deliver documents to staff. Scan, copy, and file documents. Maintain paper and electronic filing up to date.
- Assist with processing a variety of human resources and payroll actions such as appointments, promotions, separations, terminations, within grade increases, and changes to benefits elections. Maintain automated HR record system. Gather data for required reports, such as telework, fair employment practices, early out authority and workers compensation.
- Assist with recruitment efforts, such as preparing and distributing announcements, coordinating interviews, and conducting employment verifications. Assist in administering background investigation checks, employment tests, and issuing credentials and identification cards.

- Maintain and monitor human resources records, including payroll and leave records using Human Resource Management Information System (HRMIS), adhering to national and court guidelines. Track and enter time sensitive data, such as employees' date of promotion, performance evaluations and step increases. Assist with maintaining leave and timekeeping records.
- Assist with benefits program coordination including maintaining and distributing benefits materials, processing forms, and addressing routine benefits questions. Assist with local benefit fair.
- Assist with employee recognition programs and other human resources-related events, such as combined federal campaign. Assist with intern/extern program.
- Assist with training activities within the court unit, such as maintaining training records, assisting with preparing materials and scheduling resources (e.g., meeting rooms, web-based resources, etc.).
- Performs other duties as required or assigned.

### **Minimum Qualifications/Requirements:**

- High school diploma;
- At least two years of general experience, defined as progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position (Note: Education above the high school level may be substituted for required general experience on the basis of one academic year equals one year of general experience);
- Ability to communicate effectively (orally and in writing) to individuals and groups to provide information;
- Ability to interact effectively and appropriately with a wide variety of people;
- Ability to maintain confidentiality and consistently demonstrate sound ethics and good judgment;
- Ability to follow detailed instructions and multi-task;
- Skill in organizing own work;
- Ability to file, extract, and re-file documents accurately and appropriately;
- Skill in the use of automated equipment including word processing (Word), spreadsheet (Excel), and database applications, as well as automated human resources systems, websites, and other computer-based systems used to process human resources information and transactions;
- Commitment to public service;
- Applicants must be U.S. citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States.

### **Preferred Qualifications:**

- Bachelor's Degree;
- At least one year specialized administrative experience that provided knowledge of the rules, regulations, procedures and practices of **human resources administration** and involved the routine use of **automated human resources systems** or other computer based systems such as word processing, spreadsheets or database applications (Note: No educational substitutions available for this specialized experience), preferably in a federal court.

### **FBI Background Investigation:**

Applicants considered for this position will undergo a Federal Bureau of Investigation (FBI) background investigation defined as a technical fingerprint search of the criminal history records of the FBI national fingerprint database to determine if there is an arrest record on the individual.

### **Benefits:**

A generous benefits package is available and includes the following:

- Ten (10) paid federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP)
- Flexible Benefits Program
- Life insurance benefits under the Federal Employees' Group Life Insurance Program (FEGLI)
- Long Term Care Insurance options through the Federal Judiciary or the Office of Personnel Management (OPM)
- Transit Subsidy Program

### **Hours:**

8:30 AM to 5:00 PM, Monday through Friday. Some extra hours, as needed. Flexible work schedule available following the successful completion of a six month probationary period, and with manager approval.

### **How To Apply:**

Submit all of the following documents as one pdf: (1) a cover letter outlining your qualifications and interest in this position, (2) a current resume, (3) a list of three professional references with current contact information, and (4) a completed AO-78, Application for Federal Judicial Branch employment (version dated 10/09) by **5:00 PM on Wednesday, June 8, 2016** to:

**United States District Court  
Attn: Susan Mohr, Human Resources Director  
Vacancy #16-05  
John Joseph Moakley U.S. Courthouse  
1 Courthouse Way, Suite 2300  
Boston, MA 02210**

Applications also accepted by e-mail: [usdcmajobs@mad.uscourts.gov](mailto:usdcmajobs@mad.uscourts.gov)

Note: If you apply by e-mail, please make certain the code **HR Mail, Vacancy #16-05, HR Clerk/Technician** appears in the subject line of your e-mail correspondence to [usdcmajobs@mad.uscourts.gov](mailto:usdcmajobs@mad.uscourts.gov).

The Application forms(AO-78, version dated 10/09) is available on our website in fillable format at [www.mad.uscourts.gov](http://www.mad.uscourts.gov). Please print or type all information. If your application does not provide all information requested, or if your applicant packet is not complete, you may lose consideration for this position.

### **Information For Applicants:**

Employees of the United States District Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. An applicant must be a United States Citizen or permanently eligible to work in the United States. The United States District Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

The U. S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. Applicants who do not submit all requested materials by the closing date of this announcement may lose consideration for the position.

The Federal Financial Management Reform Act requires direct deposit of federal wages. Completion of a six-month probationary period is required.

Due to the expected high volume of applicants for this position, the U.S. District Court will only make contact with those qualified applicants who will be invited to interview.

**NO FAXES PLEASE**

**EQUAL OPPORTUNITY EMPLOYER**