

**UNITED STATES DISTRICT COURT  
DISTRICT OF MASSACHUSETTS**

**NOTICE OF VACANCY**



**POSITION TITLE:** Human Resources Assistant

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

**ANNOUNCEMENT #:** #23-19

**LOCATION:** Boston, Massachusetts

**CLASSIFICATION LEVEL:** CL 24-26 (Salary \$46-535 – 91,984)

\* 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:** December 19, 2023

**CLOSES:** Open Until Filled  
{Preference to those that apply by 1/5/24}

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The U.S. District Court Clerk's Office for the District of Massachusetts is currently accepting applications for a full-time Human Resources & Training Assistant. This position provides administrative and technical support for human resources and training programs, transactions and activities to the district, as needed, including the Clerk's Office, Chambers and the Probation & Pretrial Services Office.

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**Representative Duties:**

- 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. Process workers compensation claims forms. 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 checks. Assist in administering background and 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. Maintain leave and timekeeping records.
- Assist with benefits program coordination including maintaining and distributing benefits materials, processing forms, and addressing routine benefits questions and resolving benefits issues.
- Assist with employee recognition programs. Coordinate human resources-related events. Communicate human resources policy information.
- Coordinate and monitor the employee volunteer process.

- 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:**

- High school diploma.
- 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).
- Ability to communicate effectively (orally and in writing) to individuals and groups to explain human resources policies and activities.
- Ability to maintain confidentiality and consistently demonstrate sound ethics and good judgment.
- Ability to quickly switch from one task to another and demonstrate a high level of attention to detail.
- Skill in the use of automated equipment including word, 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.

### **Preferred Qualifications:**

- Bachelor's Degree
- Previous Judiciary experience

### **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:

- Eleven (11) 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)
- Transit subsidy program

### **Hours:**

Clerk's Office hours are 8:30 AM to 5:00 PM. Some extra hours, as needed. Flexible work schedule may be available depending on the needs of the office and successful completion of training. Some telework will be allowed.

### **How To Apply:**

Applicants should apply through the court's online applicant tracking system. To view openings and to apply, visit our applicant tracking system at <https://forms.mad.uscourts.gov/recruitment/>

Applicants must submit the following:

1. A cover letter indicating why you are interested in being considered for this position and what best qualifies you.
2. A current resume.
3. A list of three professional references, preferably current and/or prior supervisors (include their current contact information).
4. A completed AO-78, Application for Federal Judicial Branch employment (submitted via applicant system).

**Information For Applicants:**

The District of Massachusetts is an equal opportunity employer that is committed to a diversified workforce. 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. 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. 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 OR EMAILED APPLICATIONS PLEASE**