CAREER OPPORTUNITY

HUMAN RESOURCES SPECIALIST
UNITED STATES COURT OF APPEALS
FOR THE TENTH CIRCUIT
DENVER, COLORADO

Announcement: 13E01

Posted: February 5, 2013

Closes: Open Until Filled

Anticipated Start Date: April, 2013

HOW TO APPLY:

Submit cover letter and resume in one PDF document to:

HR@ca10.uscourts.gov

Reference Vacancy Number: 13E01

INFORMATION:

Full Benefit Package Available

Applicants must be eligible to work in the United States

Appointment contingent upon successful completion of a background investigation

The U.S. Courts are "At Will" Employers

THE TENTH CIRCUIT IS AN EQUAL OPPORTUNITY EMPLOYER

OVERVIEW: The Office of the Circuit Executive is recruiting for an experienced Human Resources Specialist. This individual will be a member of the Human Resources team and will provide a full range of services and training to both judges and staff of the Tenth Circuit Court of Appeals.

SALARY RANGE: CL 25/26 ($41,145 - $72,928). Salary commensurate with experience and qualifications; current federal judiciary employees may qualify for a CL 27. This position has growth potential to a CL 27 ($49,291 – 80,093).

REPRESENTATIVE DUTIES:

- Serve as the leave administrator for all time and attendance issues and records; advise employees and managers on leave policy and administration.
- Research and analyze policies and procedures related to Human Resources; confidently provide guidance to court staff, including managers and judges.
- Process and approve personnel actions using the Human Resources Management Information System (HRMIS) while ensuring all actions are in line with judicial policies and meeting established deadlines.
- Coordinate with management and chambers staff on the appointment and separation of court staff, based on a thorough understanding of the classification standards for both the Court Personnel System (CPS) and Judicial Salary Plan (JSP).
- Administer the established court benefits program including advising and distributing information to court staff.
- Assist and perform duties related to recruitment, performance management, records maintenance, background checks, and payroll.
- Other duties as required/assigned.

REQUIRED QUALIFICATIONS:

- A minimum of two years specialized experience in Human Resources or a related field.
- Excellent interpersonal communication and customer service skills.
- Ability to demonstrate sound judgment and maintain confidentiality.
- Ability to work independently and as a member of a close-knit team.

DESIRED QUALIFICATIONS:

- Federal court experience.
- Bachelor's degree from an accredited college or university.