



UNITED STATES DISTRICT COURT
DISTRICT OF HAWAII

VACANCY ANNOUNCEMENT
NO. 2023-11

Position: **HUMAN RESOURCES CLERK**

Terms of Employment: Part-Time (20 hours/week), Temporary, Excepted Service [Not-To-Exceed August 2024, subject to need and funding]

Classification Level: Court Personnel System
Table HI - Hawaii
Grade: CL-23; Salary range: \$42,460 - \$68,996*
**Salary noted above includes 9.28% Hawaii Cost of Living Adjustment (COLA) for 2023, subject to change annually.*
Starting salary based on education and experience.

Position Location: United States District Court
300 Ala Moana Boulevard, Room C-338
Honolulu, HI 96850

Closing Date: Position open until filled.

Start Date: As soon as possible (ASAP).

The Clerk's Office of the United States District Court is a career-oriented organization focused on providing exceptional service to the court, members of the legal community, and the general public. Currently, we are seeking applicants for a part-time **Human Resources Clerk** from now through approximately August 2024, depending on budget and needs of the office.

The Human Resources Clerk will provide administrative and technical support for a variety of human resources programs and activities in accordance with approved procedures, policies, and internal controls.

REPRESENTATIVE DUTIES:

- Prepare form letters, notices, and other correspondence using existing templates and forms. Assist with preparing other correspondence and documents, including typing, keyboarding, formatting, and generating documents.
- Enter data into various Human Resources Management Information System (HRMIS) applications. Generate standard reports from databases and systems. Track statistics and data.
- Maintain, scan, update, organize, and track a variety of paper and electronic files. Scan, copy, and file documents. Keep paper and electronic filing up to date.
- Schedule appointments and arrange interviews.
- Assist in posting vacancy announcements, coordinating interviews, administering pre-employment tests, collecting forms, and conducting employment verifications. Assist in

administering background and investigation checks, taking fingerprints, and issuing and destroying credentials and identification cards.

- Maintain and monitor human resources records, including payroll and leave records using HRMIS, while adhering to national and court guidelines. Track time-sensitive data, such as employees' step increases, promotion eligibility dates, and not-to exceed dates. Help maintain leave and timekeeping records.
- Assist with auditing and updating required HR files.
- Assist with benefit program coordination, including maintaining and distributing benefits materials and processing forms. Assist with local benefit and career fairs.
- Assist with employee recognition programs and other human resources related events.
- Assist with paperwork and processing for intern/extern program. Maintain associated electronic files.
- Track and update existing court interpreter records. Enter new interpreter records and coordinate bi-annual background check updates.
- Perform other related duties, as needed.

SALARY AND QUALIFICATIONS:

Starting salary depends on education and experience. This position is graded under the Court Personnel System.

Minimum Qualifications: High school graduation or equivalent and two years of progressively responsible general experience, such as 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.

Educational Substitution: Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

Preferred Qualifications: A Bachelor's degree in human resources or related field from an accredited university is desirable, as is hands on experience working in a human resources capacity. Human resources experience gained while employed in a federal court or other federal agency is highly desirable.

The successful candidate must be mature, responsible, poised, organized, detail oriented, have excellent time management skills, and the ability to handle multiple tasks simultaneously and with accuracy. The incumbent must also possess strong written and oral communication skills, integrity, good judgment, initiative, a professional appearance and demeanor, and the ability to work with a wide variety of people from diverse backgrounds.

TIME OFF:

Time off: Paid vacation and sick leave based on the number of hours worked in each week. 14 paid holidays per calendar year (including both federal and local holidays), based on approved work schedule.

BENEFITS:

Choice of a variety of supplemental dental and vision insurance programs.

Premium payment plan to pay dental and vision premiums on a pre-tax basis. Commuter and Parking Reimbursement Program to pay out of pocket expenses with income set aside tax-free from salary dollars.

Other Perks: Eligibility for Public Service Loan Forgiveness Program, public transit or parking subsidy, compensatory time, employee assistance program, reasonable and flexible work hours, potential for occasional telework, onsite cafeteria and gym.

See the United States Courts website for an overview of [Federal Judiciary benefits](#).

CONDITIONS OF EMPLOYMENT:

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. The selected candidate will be subject to a background check as a condition of employment, which includes an FBI fingerprint check, and will be hired provisionally pending successful completion of the background check. Unsatisfactory results may result in termination of employment. Court employees are required to adhere to the [Code of Conduct for Federal Judicial Employees](#). This position is subject to mandatory electronic funds transfer for payroll direct deposit.

HOW TO APPLY:

It is recommended that applications be submitted as soon as possible. To ensure consideration, promptly submit **one of each** of the following:

- 1) Letter of interest;
- 2) An updated resume;
- 3) A completed and signed AO-78 (Judicial Branch Federal Employment application), which is available from the Hawaii U.S. District Court website: www.hid.uscourts.gov under FORMS and "Miscellaneous;" and
- 4) Three professional references with current contact information.

The court prefers **one PDF document** that encompasses all aforementioned documents. Incomplete application packets will disqualify an applicant from further consideration.

Please submit electronically via email in ONE PDF to: careers@hid.uscourts.gov with subject line: *VA 23-11 Human Resources Clerk (your name)*.

The U.S. District Court will only communicate with those individuals who will be invited for personal interviews and only applicants who are interviewed will receive a written response regarding their application status. Interview and relocation expenses are not eligible for reimbursement.

The District of Hawaii, U.S. District Court reserves the right to modify or withdraw this vacancy announcement, or to fill the position any time before the closing date, any of which action may occur without prior written or other notice. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Court Unit Executive may elect to select a candidate from the original qualified applicant pool.

Equal Focused Employer. The Court encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance. The court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify Human Resources at 808-541-1441. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

We value diversity, are committed to equity and inclusion, and support a workplace in which everyone is treated with dignity and respect.