



## UNITED STATES DISTRICT COURT DISTRICT OF HAWAII

### VACANCY ANNOUNCEMENT NO. 2014-07

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Position:	<b>HUMAN RESOURCES ASSISTANT</b>
Terms of Employment:	Full-time, Excepted Service, Temporary ( <i>up to one year and one day</i> ) with potential for extension or conversion to permanent status without further competition, subject to funding.
Classification Level:	Starting salary, commensurate with qualifications Grade: CL-24 step 1 to CL-25 step 61 (pay table N6) Salary range: \$39,756 to \$71,379  <i>*Salary noted above includes 12.25% Hawaii Cost of Living Adjustment (COLA). Salary commensurate with experience and education. Salary matching will not be considered. Promotion potential up to CL-26 may occur without further competition.</i>
Position Location:	U.S. District Court 300 Ala Moana Boulevard, Room C-338 Honolulu, HI 96850
Closing Date:	Position open until filled. Priority consideration will be given to applications received by September 29, 2014.

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The United States District Court for the District of Hawaii is currently seeking a full-time **Human Resources Assistant**. The Human Resources Assistant provides broad administrative and technical support in the functions of human resources areas in a shared services capacity serving the U.S. District Court, the U.S. Probation Office, and the U.S. Pretrial Services Office. The incumbent reports to the Director of Human Resources.

#### **REPRESENTATIVE DUTIES:**

- Work closely with all human resources functions (recruiting, training, employee relations, benefits, and compensation) to address the administrative and clerical needs within the district.
- Maintain, update, and track paper and electronic files; make copies and deliver documents to staff.
- Maintain and monitor human resources records, including recruitment, personnel actions, and leave records.
- Assist with maintaining and updating personnel records.
- Assist in updating and maintaining the district's personnel, internal controls, and operations manuals, including creating and updating online reference materials.
- Gather and maintain statistics for Fair Employment Practices and Telework reports.
- Serve as human resources assistant or liaison, tracking staff time and attendance, processing paperwork and answering questions related to benefits, leave, and pay; processing personnel-related forms and paperwork, and similar activities. Assist with coordinating and delivery of training.
- Process human resources and payroll actions, assist with recruitment activities, and participate in other human resources responsibilities and initiatives, as required.
- Perform other duties as assigned.

## **REQUIRED COMPETENCIES (KNOWLEDGE, SKILLS AND ABILITIES):**

- Ability to file, extract and re-file documents accurately and appropriately. Ability to follow detailed instructions and multitask. Ability to consistently demonstrate sound ethics and judgment.
- Knowledge of human resources procedures and practices as they relate to processing human resources paperwork and transactions. Knowledge of appropriate documentation necessary for various personnel actions. Knowledge of data reporting requirements. Knowledge of human resources related policies and procedures. Skill in coaching employees regarding new human resources online tools. Skill in maintaining human resources and training records.
- Ability to communicate effectively (orally and in writing) to individuals and groups to provide information regarding human resources transactions, on-line tools, and training logistics. Skill in spelling, grammar, and proofreading. Ability to interact effectively and appropriately with the public, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to interact tactfully with a wide variety of people.
- Skill in the use of automated equipment including Microsoft Office and database applications. Skill in using automated human resources systems, websites, and other computer-based systems used by the court to process human resources data.

As substantial personal contact with other staff, chambers, the public and other agencies is required, successful candidates must be able to maintain a professional demeanor, work harmoniously with others and be responsive, courteous and polite on a regular basis.

Successful candidates must:

- Be flexible and conscientious about detail and accuracy
- Be able to balance the demands of varying workload responsibilities and deadlines
- Have excellent analytical, writing and verbal communication skills
- Have excellent computer skills, in particular, work Microsoft applications
- Have the ability to exercise initiative in handling assignments; to perform thorough investigations; to analyze and evaluate varied information from multiple sources and form conclusions; and to write clear, concise, grammatically correct reports while meeting strict deadlines
- Possess unquestioned integrity, maturity in judgment and trust

## **QUALIFICATIONS:**

To qualify for the position, candidates must have a high school diploma or equivalent (bachelor degree preferred) and at least two years of general experience.

## **SALARY:**

Starting salary depends on education and experience. This position is graded under the Court Personnel System. At the CL-24 level, the applicant must have at least one year of specialized experience equivalent to work at the CL-23 level. At the CL-25 level, the applicant must have at least one year of specialized experience equivalent to work at the CL-24 level.

General experience is 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.

Specialized experience is defined as progressively responsible clerical or administrative experience with particular knowledge, skills and abilities related to various human resources administration and routine use of automated human resources systems and applications.

The Classification Level (CL) is similar to the General Schedule (GS) ratings in the Federal Executive Branch, CL-24 = GS-8. The target grade for this position is CL-26 = GS-10.

## **BENEFITS:**

The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees. Federal Government Civil Service classifications/regulations do not apply; however, court employees are entitled to similar benefits as other Federal Government employees. These benefits include participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrift Savings Plan (similar to a 401k plan with employer matching contributions), paid holidays and annual/sick leave accrual. An overview of Federal Judiciary benefits is accessible at: <http://www.uscourts.gov/Careers/BeneFitForLife.aspx>. This position is subject to mandatory electronic funds transfer for payment of net pay.

## **CONDITIONS OF EMPLOYMENT:**

Applicants must be citizens of the United States of America or be eligible to work in the United States. This office will contact references of the final group of candidates and may contact former employers [whether listed as references or not] to seek information on past performance history. The selected candidate will be subject to a background investigation as a condition of employment. Unsatisfactory results may result in termination of employment.

## **HOW TO APPLY:**

It is recommended that applications be submitted as soon as possible. To ensure consideration, qualified applicants must submit all of the following documents:

- 1) Cover letter which includes a narrative statement which addresses qualifications, skills and relevant experience in the administrative and/or human resources areas;
- 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](http://www.hid.uscourts.gov) under FORMS and "Miscellaneous"
- 4) Three professional references.

You must submit **ALL** required documents to be considered for this opportunity; incomplete packets will not be considered. Non-submission of the required documentation listed above or an incomplete application packet will disqualify applicant from further consideration.

Please e-mail ALL required materials as 1 PDF document to: [careers@hid.uscourts.gov](mailto:careers@hid.uscourts.gov).  
In the subject line, please note: **HR Assistant application** (*Your Name*)

Due to the volume of applications, 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. The U.S. District Court is not authorized to reimburse candidates for interview or relocation expenses.

The U.S. District Court, District of Hawaii reserves the right to modify or withdraw this vacancy announcement, or to fill the position any time before the closing date, any of which 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 Clerk of Court may elect to select a candidate from the original qualified applicant pool.

*AN EQUAL OPPORTUNITY EMPLOYER*