



Southern District of Ohio
U.S. District Court <http://www.ohsd.uscourts.gov/>
Probation <http://www.ohsp.uscourts.gov/>
Pretrial Services <http://www.ohspt.uscourts.gov/>

August 5, 2014

Vacancy Announcement Number - 14-22/HRASST

Human Resources Assistant

Duty Station - Cincinnati Courthouse – 100 East Fifth Street – one vacancy

Salary: CL 24-25 (\$36,038-\$64,703)

Appointment at CL 24 has future promotion potential to CL 25 without further advertisement.

Closing date for receipt of application packets: Open Until Filled

The Human Resources Assistant is a generalist role that provides administrative and technical support for human resources programs, personnel transactions, and training activities, in accordance with approved procedures and policies. This position performs in a shared services human resources office providing support to the District Court, Clerk's Office, Probation and Pretrial Services Office. The incumbent reports to the HR Manager. Occasional travel is required. Typical work hours are 8:00 am to 4:30 pm.

ABOUT THE SOUTHERN DISTRICT OF OHIO

The Southern District of Ohio covers a broad geographic area encompassing forty-eight urban and rural counties from an imaginary line just north of Columbus south to the Ohio River. The Human Resources Shared Services Team serves more than 260 individuals including twenty-three Judicial Officers, Chambers Staff, and the Clerk's Office staff, the U.S. Probation Office's staff and U.S. Pretrial Services Office's staff, located in the Cincinnati, Columbus and Dayton Courthouses.

DUTIES AND RESPONSIBILITIES:

- Process a variety of human resources and payroll actions such as appointments, promotions, separations, terminations, within grade increases, and changes to benefit elections. Maintain automated personnel records system. Prepare and utilize spreadsheets to track personnel actions and telework data.
- Conduct assigned recruitment efforts such as coordinate interviews, administer employment tests, and maintain recruiting and hiring statistics for the Fair Employment Practices Report. Create and maintain applicant log for each vacancy announcement.
- Administer background checks and investigations.
- Assist in researching, developing, and recommending human resources related procedures or policies for the court.
- Assist with creating and classifying position descriptions.
- Maintain and monitor human resources records, including payroll and leave records. Track and enter time sensitive data, such as employees' promotions and step increases. Maintain and audit leave and timekeeping records.
- Assist with the implementation of new human resources technology initiatives.
- Orient new users to available electronic human resources tools.
- Assist end-users with system issues and provide training and mentoring to reduce errors and enhance system acceptance.
- Assist with the creation and maintains user guides and forms to ensure consistent use of HR systems.
- Ensure accuracy of personnel information in HRMIS and the automated time and attendance program.
- Create and run reports. Assist in the installation of upgrades of new or revised off-the-shelf/desktop releases.
- Assist with benefit program coordination, including scheduling benefit presentations, maintaining and distributing benefits materials, processing forms, and addressing routine benefit questions and resolving benefits issues.

- Coordinate and assist with annual benefits open season health fair and corresponding information workshops.
- Assist with training activities related to human resources matters within the court unit, such as maintaining training records, assisting with preparing materials and resources, scheduling resources (e.g., meeting rooms, web-based resources, etc.)
- Perform reception duties by greeting visitors/callers in person and on the telephone, and answering routine questions.
- Perform other related duties as required.

REQUIRED QUALIFICATIONS: To be considered for this position at;

- CL 24, one year of specialized experience is required.
- CL 25, two years of specialized experience is required.

The successful applicant must have excellent communication, research, writing and interpersonal skills with the ability to work with others and have the ability to learn new technologies. The incumbent must be able to multitask, be highly self-motivated and proactive. The ability to maintain confidentiality is essential.

SPECIALIZED EXPERIENCE: Progressively responsible clerical, administrative or technical experience that provided an opportunity to gain (a) skill in dealing with others in person-to-person work relationships, (b) the ability to exercise mature judgment, (c) knowledge of basic concepts, principles, theories, practices of human resources administration and computer based systems. The successful candidate must have experience in most of the following software applications the court currently utilizes: Microsoft Office (Word & Excel), Adobe Acrobat, and Internet Explorer/Mozilla Firefox. Experience with payroll systems such as Oracle or PeopleSoft is a plus.

Benefits:

The United States District Court offers a generous benefits package to full-time permanent employees which include:

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| 10 Paid Federal Holidays | Long-Term Care Insurance (optional) |
| 13 Days Paid Vacation (per year for the first three years) | Public Transit Subsidy Program (optional) |
| 20 Days Paid Vacation (after three years) | Short-Term Disability Plan (optional) |
| 26 Days Paid Vacation (after fifteen years) | Long-Term Disability Plan (optional) |
| 13 Days Paid Sick Leave | Credit Union Participation (optional) |
| Medical, Dental, Vision Coverage | |
| Life Insurance (optional) | |
| Thrift Savings Plan with matching funds (401k & Roth 401k style) (optional) | |
| Participation in Federal Employees Retirement System (FERS-FRAE) | |
| Health, Dependent & Commuter Reimbursement Programs (optional) | |

Conditions of Employment:

Applicants must be U.S. citizens or permanent resident seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Positions in the Federal Judiciary are excepted service appointments, are considered “at will” and can be terminated with or without cause.

The applicant selected will be subject to an FBI background check and continued employment contingent upon favorable suitability determination. A negative finding from the background check may result in termination of employment.

All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

Qualified persons interested in being considered for this position should submit a cover letter (include vacancy announcement number, 14-22/HRASST on the cover letter and in the subject line of the email) specifying qualifications in relation to the position, an AO78 (Application for Judicial Branch Federal Employment Form available on the court website) and a resume in PDF format to:

*Christina Romano
HR Manager
Email: districtcourt_vacancy@ohsd.uscourts.gov*

Please do not cut and paste your resume into your email.

Please ensure the AO78 (Application for Judicial Branch Federal Employment form) attached in your email has populated before sending to the districtcourt_vacancy@ohsd.uscourts.gov mailbox.

If you fail to provide these documents, your application package may be considered incomplete and may not be considered any further.

Travel and relocation expenses will not be reimbursed.

The District reserves the right to amend or withdraw any announcement without written notice to applicants. The District reserves the right to conduct interviews at any time prior to or after the closing date for receipt of applications. Only applicants selected to receive an interview will be notified by phone or e-mail.

The Southern District of Ohio is an Equal Opportunity Employer and Values Diversity in the workplace.