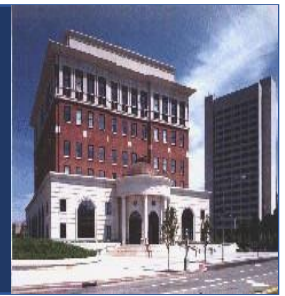




UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



Position: Human Resources Technician

Vacancy No. 22-21

Location: 500 Pearl Street, New York

Term: Permanent

Class Level: CL 24 – CL 25

Salary Range: \$46,051 – \$82,717

(Depending on qualifications & experience)

Opening Date: May 17, 2022

Closing Date: June 7, 2022

(with preference set for May 31, 2022)

BENEFITS:

- Paid Annual & Sick Leave
- Paid Holidays
- Employer subsidized Health Insurance
- Group Life Insurance
- Supplemental Vision/Dental Insurance
- Retirement Benefits Plan (FERS)
- Thrift Savings Plan (TSP)
- Flexible Spending Accounts
- Transit Subsidy Program (pursuant to eligibility requirements)
- Pre-tax benefit programs

***This position is eligible for telework on an as needed basis.**

POSITION OVERVIEW: The United States District Court for the Southern District of New York, Clerk's Office has a vacancy for a Human Resources Technician. The incumbent provides a wide range of human resources services to the court including: performing administrative, technical, and professional work related to human resources operations while ensuring compliance with the appropriate guidelines, policies, and approved internal controls.

DUTIES AND RESPONSIBILITIES:

- Assist with the processing of a variety of human resources and payroll actions such as appointments, promotions, separations, terminations, within grade increases, and benefit elections and changes.
- Assist with benefit program coordination; provide assistance to all U.S. District Court Judges, Clerk's Office and District Executive's staff in the federal benefits areas, including health and life insurance, Thrift Savings Plan, and retirement programs (FERS).
- Maintain and monitor human resources records, including payroll and leave records using Human Resource Management Information System (HRMIS) while adhering to national and court guidelines. Track and enter time sensitive data. Assist with administration and tracking of employees who are approved for Family Medical Leave Act (FMLA) and the leave donation program. Assist with the management of employees in non-pay status.
- Assist with the management of employees' due dates for performance evaluations, step increases and promotions and inform supervisors of impending deadlines.
- Assist with recruitment efforts, such as prepare and distribute vacancy announcements in compliance with EEO guidelines, coordinate employment tests and interviews, and conduct reference checks.
- Assist in the administration of background and investigation checks.
- Gather and maintain data for required reports, such as telework, and fair employment practices, etc.
- Track incoming and outgoing law clerks and chambers staff.
- Assist with the new-hire orientation for new clerks and chambers staff.

CONDITIONS OF

EMPLOYMENT: Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. All new hires must be vaccinated against COVID-19 as a condition of employment; exemptions/reasonable accommodations for medical/religious reasons may be provided on case-by-case basis prior to starting employment. Requests for exemptions will only be accepted once an offer of employment has been made. Employees of the United States District Court are not included in the government's Civil Service classification and are at-will employees. All employees are required to adhere to the Code of Conduct for judicial employees. The successful candidate for this position is subject to a background check. This position is subject to mandatory electronic funds transfer for payment of net pay.

- Assist in the administration and tracking of the monthly transit subsidies program.
- Provide assistance to all U.S. District Court Judges, Chambers staff, Clerk's Office and District Executive's staff employees on human resources related questions.
- Assist with the coordination of human resources-related events.
- Perform clerical duties such as: reception, file, scan, email or fax documents, send out correspondence to applicants, organize human resources files and folders, maintain spreadsheets, coordinate and schedule test and interviews, reserve conference rooms for interviews and protector exams.
- Perform other duties as assigned.

REQUIRED QUALIFICATIONS: Applicants must be high school graduate, or equivalent. To qualify for the CL-24 level, you must have at least one year of specialized experience equivalent to work at the CL-23 level. To qualify for the CL-25 level, you must have at least one year of specialized experience equivalent to work at the CL-24 level. *Specialized work experience attained in other governmental and private sector positions may be creditable, but that experience must be evaluated to determine whether the level of experience is equivalent to work at the specified CL. All internal applicants requesting review of work experience outside the federal judiciary as part of the qualification process, please contact Human Resources. Internal applicants who are permanent employees must be in their current position for one year to apply.

SPECIALIZED EXPERIENCE: Progressively responsible 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.

REQUIRED COMPETENCIES (KNOWLEDGE, SKILLS AND ABILITIES):

- Knowledge of procedures and practice as they relate to human resources. Knowledge of reporting requirements for human resources paperwork, transactions, and data. Knowledge of national regulations and changes impacting policies, procedures, and fair employment practices.
- Knowledge of human resource management such as recruitment, compensation, benefits, performance management, and equal employment opportunity.
- Knowledge of federal court operations, functions, and organizational structure. Knowledge of the Guide to Judiciary Policies and Procedures, the Human Resources Manual, and of internal controls guidelines.
- Skill in filing and record keeping. Knowledge of filing and record keeping requirements. Ability to file, extract, and re-file documents accurately and appropriately. Ability to follow detailed instructions and multitask.
- Knowledge of and compliance with the Code of Conduct for Judiciary Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

*All internal applicants will receive an email confirming receipt of their application. If confirmation is not received within two days after the vacancy closes, please contact Human Resources.

- Ability to communicate effectively (orally and in writing) to individuals and groups to provide training and/or explain human resources policies and activities. Ability to interact effectively and appropriately with others, 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 word processing, spreadsheet, presentation, and database, as well as automated human resources systems and other computer-based systems used by the court unit to process human resources information. Knowledge of applicable human resources software and web-based applications.

APPLICATION PROCEDURE: To be considered for this position, please submit your resume detailing your education and work experience along with a cover letter. The cover letter must indicate the position for which you are applying, including the vacancy number, and identify how your education and/or experience relate to the duties and responsibilities of the position. Only applications submitted via email will be accepted. It is preferred for the application to be submitted in a single PDF document, and for candidates to include the vacancy number and position title in the subject field of the email containing the application. Applications submitted as zip files, cloud files and/or links will not be accepted. Applications that do not conform to the above procedures will not be considered. Only candidates selected for the testing process will be contacted. Please submit your application to:

Personnel@nysd.uscourts.gov



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