

# UNITED STATES DISTRICT COURT

## District of Nebraska

### Position Announcement No. 15-02

Position: Human Resources Technician  
Location: Omaha, Nebraska  
Starting Salary: CL 24/21\* - \$42,361  
Salary Range: \$42,361 – 56,974 (CL 24\*)  
Opening Date: Monday, March 30, 2015  
Closing Date: Sunday, May 3, 2015  
Career Opportunity: CL 25/61

\* Starting salary is set considering human resource policies, qualifications, experience and applicant's current salary or federal pay grade.

### **Position Overview**

The United States District Court for the District of Nebraska is seeking a full-time human resources technician. This position is located in the shared administrative services office of the United States District Court. The human resources technician provides administrative and technical support for human resources programs, personnel transactions, and training activities in accordance with approved procedures and policies.

### **Representative Duties**

- Assist with processing a variety of human resources and payroll actions, such as appointments, promotions, separations, terminations, within-grade increases, and changes to benefits elections. Maintain automated personnel record systems. Process workers compensation claims forms. Gather data for required reports, such as telework and fair employment practices.
- Assist with clerical duties, such as coordinating daily mail, faxing documents, and maintaining office materials, supplies, and handouts.
- Prepare form letters, notices, and other correspondence using templates and forms.
- Enter data into various Human Resources Management Information System (HRMIS) applications. Generate standard reports from databases and systems.
- Receive, prioritize, and route all incoming materials and documents from within the court to appropriate individuals.
- Maintain, update, and track paper and electronic files. Scan, copy, and file documents.
- Schedule appointments, arrange interviews and meetings, and maintain office calendars.
- Assist in preparing and distributing vacancy announcements, coordinating interviews, and conducting reference checks. Assist in administering background and investigation checks, pre-employment tests, and issuing credentials and identification cards.

- Maintain and monitor human resources records, including payroll and leave records, while adhering to national and court guidelines. Track and enter time-sensitive data, such as employees' promotion dates, performance evaluation information and data, and step increases.
- Assist with benefit program coordination, including maintaining and distributing benefits materials, processing forms, and answering routine benefit questions.
- Assist with employee recognition programs and other human resources related events, such as the combined federal campaign and internship programs.
- Perform other duties, as assigned.

## **Qualifications**

Education: High school graduation or equivalent; college degree preferred.

Experience: Prospective candidates should have two years of general experience and at least two years of specialized experience that included progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, and procedures and practices of human resources administration and involved the routine use of automated human resources systems or other computer-based systems.

## **Application Process**

Applicants must submit a cover letter, resume, and application form AO78, all in PDF format, to: [USDCHR@ned.uscourts.gov](mailto:USDCHR@ned.uscourts.gov). The form AO78 is available on the court's website at:

<http://www.ned.uscourts.gov/public/employment-opportunities/>

**Incomplete application packages and applications received after the closing date will not be considered.**

Applicants are encouraged to include the following detailed information in the resume or AO78: educational background; continuing education; legal training; facilitation or presentation skills; second language or sign language skills; military service; community service or civic involvement; work with under-represented populations; and internships.

The applicants deemed most qualified will be invited to participate in a personal interview at their own expense. The U.S. District Court will not be responsible for expenses associated with traveling for interviews or for relocating the successful candidate. References will not be required until an applicant is considered a finalist. Final candidates are subject to a background security check. The court requires employees to adhere to a Code of Conduct, which is available upon request. Employees of the United States District Court are not included in the Government's Civil Service classification but are under an excepted appointment and therefore serve at will. Applicants must be U.S. citizens or eligible to work in the United States. The U.S. District Court for the District of Nebraska is an equal opportunity employer and has a strong commitment to achieving diversity among staff. In particular, members of under-represented groups are strongly encouraged to apply.

The Clerk of Court reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice.

### **Benefits**

Benefits include ten paid holidays, paid vacation and sick leave, participation in the Federal Retirement Systems, optional participation in a cafeteria plan federal health insurance program, group life insurance, and group long-term disability insurance. Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.