

**UNITED STATES COURT OF APPEALS
ELEVENTH CIRCUIT**

Announcement #16-2:	HUMAN RESOURCES TECHNICIAN
Opening Date:	May 25, 2016
Closing Date:	June 17, 2016 (or until filled)
Developmental Salary Range (CL 25):	\$40,962 - \$50,781
Full Performance Salary Range (CL 25):	\$51,208 - \$66,576
Salary placement level depends on experience.	

The Clerk's Office has a position open for a **Human Resources Technician** to discharge responsibilities for the U.S. Court of Appeals for the Eleventh Circuit. The Human Resources Technician is a member of the Human Resources Department and reports to the Human Resources Manager. Persons interested in applying for this position should submit a cover letter and resume highlighting knowledge, skills, experience, and qualifications as they pertain to this position by **June 17, 2016 (or until filled)** to:

Cheryl Vessels
Human Resources Manager
Eleventh Circuit
United States Court of Appeals
56 Forsyth Street, NW
Atlanta, Georgia 30303

The selected candidate will be subject to a background investigation as a condition of employment.

DUTIES AND RESPONSIBILITIES: The primary function of this position is to provide specialized technical and routine user support services as the official Time Administrator for the automated leave recordkeeping system (Human Resource Management Information System – HRMIS-Leave Tracking), including user training and problem resolution. The Human Resources Technician also serves as the court's official fingerprint recorder and assists in administering background checks and investigations, as well as issuing Facility Access Cards and employee identification badges. Additional responsibilities include: administering the leave program including the Voluntary Leave Transfer Program; assisting management and employees with all aspects of the Family and Medical Leave Act (FMLA); administering the intern program; assisting the Eleventh Circuit Judicial Council with new appointments and re-appointments of district court judges, federal public defenders, and bankruptcy administrators; and processing human resources actions and participating in other human resources initiatives. Work must be performed in compliance with the appropriate guidelines, policies, and approved internal controls.

QUALIFICATIONS: A minimum of five years of progressively responsible experience which demonstrates the particular knowledge, skills, and abilities needed to successfully perform the duties of this position is required. At least two years of specialized experience equivalent to work at the classification level 24 (CL-24) is required. Specialized experience includes progressively responsible clerical or 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.

REQUIREMENTS: The successful applicant must present a professional demeanor and must demonstrate the ability to interact and communicate professionally and with tact personally, orally, and in writing with a wide variety of individuals. Incumbent must possess excellent organizational, analytical, and interpersonal skills. This position requires strong motivation, initiative, attention to detail, a personable demeanor, and the ability to handle multiple tasks simultaneously. Must possess the ability to maintain strict confidentiality of sensitive and personnel-related matters; and have a strong sense of personal and professional integrity. Must be able to interact cooperatively with other staff and court personnel at all times. Excellent skills in using a variety of computer applications (e.g., WORD, WordPerfect, Excel, Adobe Acrobat, Visio, PowerPoint), as well as e-mail and internet use. Must possess the ability to use automated human resources systems and the ability to capture and record fingerprints utilizing digital fingerprinting system.

CONDITIONS OF EMPLOYMENT: Applicants must be United States citizens or eligible to work for the federal government. All applicant information is subject to verification. The appointment is provisional and contingent upon the satisfactory completion and favorable suitability determination of a background investigation. Selectees to high-sensitive positions such as this are subject to updated background investigations every five years. It is the policy of this court that all new personnel are hired for a twelve-month initial probationary period, at the end of which time their work and progress will be evaluated. All court employees are required to adhere to a *Code of Conduct for Judicial Employees*, copies of which are available upon request. Employees of the United States Circuit Court are considered “at-will” employees, and, as such, may be terminated with or without cause. The Office of Personnel Management civil service position classification standards and appeal procedures do not apply to federal court employees. The Federal Financial Reform Act requires direct deposit of federal wages for court employees.

THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS

EMPLOYEE BENEFITS

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

PAID VACATIONS	From 13 to 26 days per year depending on length of federal service.
PAID HOLIDAYS	10 days per year
SICK LEAVE	13 days per year
HEALTH INSURANCE	Employees may participate in the Federal Employees Health Benefits Program (FEHBP), and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.
DENTAL/VISION INSURANCE	Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee, however, the premium is deducted on a pre-tax basis.
LIFE INSURANCE	Employees may participate in the Federal Employees Group Life Insurance Program (FEGLI).
FLEXIBLE BENEFITS	Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-taxes or after-taxes, and (2) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.
LONG-TERM CARE INSURANCE	Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.
WITHIN-LEVEL SALARY INCREASES	Within each salary classification level there are 61 "steps." Based upon performance, employees within the Developmental Range (steps 1-24) are eligible for step increases every 13 pay periods and employees within the Full Performance Range (steps 25-61) are eligible for step increases annually.
TIME IN SERVICE	Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.
RETIREMENT	Newly-hired employees contribute 12.05% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 12.05%, 6.2% goes to social security, 1.45% goes to Medicare, and 4.4% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan [similar to "401(k)" plans]. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request.

THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS

(revised 1/2014)