

**UNITED STATES COURT OF APPEALS  
ELEVENTH CIRCUIT**

<b>Position Title:</b>	<b>Human Resources Specialist</b>
<b>Opening Date:</b>	<b>October 20, 2017</b>
<b>Closing Date:</b>	<b>November 3, 2017 (or until filled)</b>
<b>Annual Starting Salary Range (CL-27/CL-28): Salary placement level depends on experience. Maximum Salary Potential (CL-28):</b>	<b>\$50,531 - \$85,806 \$98,431</b>

The Circuit Executive's Office of the U.S. Court of Appeals for the Eleventh Circuit is accepting applications for the position of **Human Resources Specialist**. Persons interested in applying for this position should submit a cover letter with resume detailing background, experience, and qualifications **by 3 November 2017 (or until filled)** to:

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

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

**POSITION SUMMARY.** The Human Resources Specialist assists the Assistant Circuit Executive for Human Resources (ACE for Human Resources) and Human Resources Administrator in coordinating administrative, technical, and professional work related to human resources programs.

**DUTIES AND RESPONSIBILITIES:**

- Assist the ACE for Human Resources and Human Resources Administrator with administration of human resources programs and researching/developing personnel procedures for the Court.
- Assist with monitoring and maintaining the Court's Personnel Manual and recommending policy changes as appropriate.
- Prepare vacancy announcements, position descriptions and ensure positions are advertised according to the needs of the Court.
- Coordinate and administer interviews, reference checks, and testing for applicants as necessary.
- Coordinate and conduct new-hire orientations for new employees.
- Process human resources and payroll actions such as appointments, promotions, separations, and terminations.
- Establish and maintain a variety of human resources-related files, including individual human resources records, recruitment files, leave records, performance evaluations and standard forms for human resources and payroll matters.
- Monitor the employee recognition program, ensuring all employees of the Court are recognized timely for their service.
- Monitor and administer the Court's performance management plan by ensuring that performance appraisals are completed as prescribed.

- Maintain data for annual fair employment practices reports.
- Administer workers compensation program.
- Prepare and maintain employee personnel listings.
- Prepare and maintain organization charts.
- Perform a variety of other duties as assigned.

**QUALIFICATIONS:** A minimum of five years of progressively responsible experience in an executive office environment performing work closely related to the work of the position that has provided the particular knowledge, skills and abilities to successfully perform the duties of the position. For placement at CL-27 at least one year of experience must be equivalent to work at the CL-26 level. Candidate must have a strong sense of personal and professional integrity. Must have the ability to consistently demonstrate sound ethics and judgment and comply with the *Code of Conduct for Judicial Employees*. Must possess the ability to maintain strict confidentiality of all court matters. The substantial amount of interpersonal communication required in the fulfillment of the duties and responsibilities of the position makes it necessary that the candidate manifest the highest degree of professionalism, poise, courtesy and tact at all times. Also, must have the ability to learn about the court units and their operations, as well as the ability to learn and apply various court administrative processes and judiciary policies set forth in the *Guide to Judiciary Policy*. The candidate must possess excellent written and oral communication skills, organization, analytical and interpersonal skills. Computer proficiency with WORD, Excel, VISIO, Adobe, as well as other software programs, are necessary. This position also requires strong motivation, initiative, attention to detail and the ability to manage a wide range of program areas.

**PREFERRED QUALIFICATIONS:**

A bachelor's degree from an accredited college or university is preferred. Thorough knowledge and understanding of human resources management, including planning, developing and implementing human resources policies, procedures, rules and regulations and programs that apply to federal employees desirable. Familiarity with human resource management systems and federal benefits programs and experience working in a legal and/or court environment, particularly appellate courts and or federal courts is desirable.

**CONDITIONS OF EMPLOYMENT:** Employees of the United States Circuit Courts 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. 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. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicants must be a United States citizen 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 approval of a ten-year background investigation with periodic updates every five years thereafter. Selectees to high-sensitive positions such as this are subject to updated background investigations every five years.

**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:

<b>PAID VACATIONS</b>	From 13 to 26 days per year depending on length of federal service.
<b>PAID HOLIDAYS</b>	10 days per year.
<b>SICK LEAVE</b>	13 days per year.
<b>HEALTH INSURANCE</b>	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.
<b>DENTAL/VISION INSURANCE</b>	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.
<b>LIFE INSURANCE</b>	Employees may participate in the Federal Employees Group Life Insurance Program (FEGLI).
<b>FLEXIBLE BENEFITS</b>	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.
<b>LONG-TERM CARE INSURANCE</b>	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.
<b>WITHIN-LEVEL SALARY INCREASES</b>	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.
<b>TIME IN SERVICE</b>	Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.
<b>RETIREMENT</b>	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.

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(revised 1/2014)