



UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF WASHINGTON  
CONSOLIDATED ADMINISTRATIVE SERVICES

# HUMAN RESOURCES ASSISTANT

*(PART-TIME, 20 HOURS PER WEEK)*

**ANNOUNCEMENT NUMBER** 19-WAW-16

**ANNOUNCEMENT DATE** June 17<sup>th</sup>, 2019

**CLOSING DATE** Open until filled with preference given to resumes received by August 25<sup>th</sup>, 2019

The U.S. District Court for the Western District of Washington is seeking an articulate and self-motivated individual to join our Consolidated Administrative Services department.

**SEATTLE COURTHOUSE**  
700 Stewart Street  
Seattle, WA 98101

**TACOMA COURTHOUSE**  
1717 Pacific Avenue  
Tacoma, WA 98402

Consolidated Administrative Services is comprised of human resources, budget, procurement, and space and facilities professionals. We serve the entire Court family: judicial officers, chambers staff, clerk's office staff, and probation and pretrial services officers and staff. The Human Resources Assistant provides administrative and technical support for Human Resources programs including: leave management, recruitment, performance management, on-boarding and orientation, benefits, employee recognition, and training, proactively supporting many elements of the employment lifecycle. This position requires a positive, self-motivated individual who demonstrates collaboration, professionalism, discretion, and exceptional customer service and communication skills.

This position is part time and is located at the federal courthouse in Seattle with periodic work days at the federal courthouse in Tacoma and/or satellite probation and pretrial services offices. Frequent travel within the district is required.

**REPRESENTATIVE DUTIES**

- Support the Court's recruitment process, including advertising vacancies, managing applications, scheduling interviews, conducting testing and assisting with job fairs.
- Assist with coordinating and conducting new employee and law clerk orientation(s).
- Manage the Court's electronic leave / time keeping system.
- Assist with maintaining and monitoring human resources records, including payroll and leave records, and tracking and entering time sensitive data.
- Assist with training activities related to human resources within the Court, such as maintaining training records, assisting with preparing materials and resources, and scheduling resources (e.g., meeting rooms, web-based resources, etc.)
- Maintain and track employee recognition and awards and assist with organizing and managing recognition events.
- Assist with the performance management processes established by each Court unit.
- Perform reception duties by greeting visitors/callers in person and on the telephone, answering routine questions, and directing visitors/callers to the appropriate person or department.
- Assist with benefit program coordination and open season activities.
- Participate in other Administrative Services responsibilities and initiatives as needed.

<p><b>QUALIFICATIONS</b></p>	<ul style="list-style-type: none"> <li>• A minimum of 2 years of applicable work experience or an equivalent combination of formal education and experience.</li> <li>• Must possess a strong work ethic and integrity with the ability to exercise discretion and judgment with sensitive and confidential information.</li> <li>• Ability to communicate accurately and professionally with judges, staff attorneys, law enforcement officers, and operational and administrative staff.</li> <li>• Ability to multi-task, handle frequent interruptions, maintain focus, and meet deadlines.</li> <li>• Strong attention to detail and organizational skills.</li> <li>• Excellent customer service skills.</li> </ul>
<p><b>PREFERRED QUALIFICATIONS</b></p>	<ul style="list-style-type: none"> <li>• PHR or SHRM-CP</li> <li>• Associates or bachelor’s degree</li> <li>• Human resources experience with the federal government</li> <li>• Proficiency with a wide range of technology, including Microsoft Office and SharePoint</li> </ul>
<p><b>SALARY RANGE</b></p>	<p>Court Personnel System Classification Level:  CL25, Step 1 – 61, \$21.55 - \$35.04 per hour  CL26, Step 1 – 61, \$23.74 - \$38.57 per hour  Depending on experience and qualifications.</p>
<p><b>BENEFITS</b></p>	<p>The U.S. District Court provides a generous benefits package, competitive salary, and a dedication to work/life balance, including flexible schedules and telework opportunities. Judiciary employees participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term care options, annual and sick leave accrual, and ten paid holidays per year. Judiciary employees are <u>not</u> covered by the Office of Personnel Management’s civil service classification system or regulations. For additional information on employment with the federal courts, visit <a href="http://www.uscourts.gov">www.uscourts.gov</a></p>
<p><b>INFORMATION FOR APPLICANTS</b></p>	<p>Qualified applicants should submit the following:</p> <ul style="list-style-type: none"> <li>• A cover letter detailing how your experience relates to the position requirements</li> <li>• A resume detailing relevant experience, education, and skills</li> </ul> <p>Applications will not be considered complete until all the items listed above have been received; incomplete application packets will not be considered.</p> <p>Via e-mail (Word or Acrobat .pdf format) to: <a href="mailto:seattle_personnel@wawd.uscourts.gov">seattle_personnel@wawd.uscourts.gov</a> or</p> <p>Human Resources (#19-WAW-16)  U.S. District Court  700 Stewart Street, Suite 2218  Seattle, WA 98101</p> <p>Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Employees of the United States District Court are considered “at will” employees. Applicants selected for interviews must travel at their own expense.</p>

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

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

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. If a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.