



**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF ALABAMA**

<https://www.alnd.uscourts.gov/>

JOB OPPORTUNITY NUMBER: ALND 24-07

POSITION: Human Resources Technician

LOCATION: Birmingham, AL

OPENING DATE: June 24, 2024 CLOSING DATE: July 26, 2024

CLASSIFICATION LEVEL: CL 25

STARTING SALARY: \$48,414 - \$78,693

The actual starting salary is dependent upon experience and qualifications.

SUMMARY

The Clerk's Office of the U.S. District Court for the Northern District of Alabama is comprised of over 50 professional staff providing administrative and operational support to 14 federal judges located across 7 geographical divisions.

POSITION OVERVIEW

This position is organized in the Administrative section of the U.S. District Court Clerk's Office, with responsibilities that include administrative and technical support for human resources programs, personnel transactions, and training activities, in accordance with approved procedures and policies. The position reports directly to the Human Resources Supervisor.

DUTIES AND RESPONSIBILITIES

- Assist with processing a variety of HR and payroll actions such as appointments, promotions, separations, terminations, within grade increases, and changes to benefits elections. Advise new and existing employees on payroll- and benefit-related matters. Maintain automated personnel record systems and HR related documents.
- Maintain and monitor HR records, including payroll and leave records using the Human Resources Management Information System (HRMIS), adhering to national and court guidelines. Track and enter time sensitive data, such as employees' date of promotion, performance evaluations, and step increases. Facilitate technical training on a wide variety of HR-related automated systems and administer other assigned HR systems.
- Gather data for required reports, such as telework, fair employment practices, performance management, early out authority, and workers compensation.
- Assist with benefits program coordination, including maintaining and distributing benefits materials, processing forms, and addressing routine benefits

questions and issues.

- Conduct assigned recruitment efforts, including preparing vacancy announcements, conducting minimum qualification reviews, coordinating application ratings, and organizing interview panels. Maintain all recruitment related records. Use proactive practices to source qualified applicants.
- Administer the on- and off-boarding process and briefings. Administer background checks and issue credentials and identification cards. Coordinate and conduct new-hire orientation to include a review of payroll information, personnel policies and procedures, and benefit options.
- Assist with training activities within the court unit, such as maintaining training records, assisting with preparing materials and resources, preparing training reports for management, and scheduling resources (e.g., meeting rooms, web-based resources, etc.).
- Assist in researching, developing, and recommending HR- related policies and procedures. Provide guidance and interpretation of standard operating procedure and polices. Maintain HR knowledge base on office websites.
- Coordinate HR-related events/morale programs. Assist with employee recognition program.
- Assist with self-assessments and internal audits. Gather documents for cyclical audits.
- Maintain confidentiality in all aspects of human resources and payroll related matters.
- Perform other duties, as assigned.

CONDITIONS OF EMPLOYMENT

- Employees must be United States citizens or eligible to work in the United States.
- Employees will be hired provisionally pending the results of a background investigation.
- Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).
- Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit.
- Positions with the United States District Court Clerk's Office are **Excepted Service** appointments. Excepted service appointments are at-will and can be terminated with or without cause by the Clerk of Court.

MINIMUM QUALIFICATIONS

Applicants must have one year of specialized experience. Specialized Experience is 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. Experience in federal or state court administration is preferred.

EDUCATION

Applicants must possess a high school diploma, or equivalent. A college degree is preferred.

BENEFITS

A generous benefits package is available and includes:

- Paid annual leave (13-26 days, depending on federal service accrued)
- Paid sick leave (13 days)
- Paid holidays (11 days)
- Retirement benefits (e.g., immediate matching contributions in the Thrift Savings Plan)
- Optional participation in Federal Employees' Health Benefits, supplemental Dental and Vision Insurance, and Federal Employees' Group Life Insurance

APPLICATION INFORMATION

Interested applicants must submit four (4) items combined into a single PDF:

- 1) a cover letter;
- 2) a resume;
- 4) a list of professional references; and
- 3) a completed Federal Judicial Branch [Application for Employment \(AO 78\)](#).

Submit materials electronically to personnel@alnd.uscourts.gov. Hard copies and faxed copies of applications will not be accepted.

Only applicants selected for an interview will be contacted.

The U.S. District Court is an Equal Opportunity Employer

