



# UNITED STATES DISTRICT COURT

## District of New Mexico

Honorable William P. Johnson, Chief Judge  
Mitchell R. Elfers, Clerk of Court

Office of the Clerk

333 Lomas Blvd. NW, Suite 270, Albuquerque, NM 87102

Telephone: 505-348-2000

### NOTICE OF JOB OPPORTUNITY

Vacancy Announcement #: 19-ABQ/HR-1

<b>ANNOUNCEMENT DATE:</b>	<b>March 12, 2019</b>
<b>CLOSING DATE:</b>	<b>March 26, 2019 or Until Filled</b> <i>Preference given to applications received by March 26</i>
<b>POSITION:</b>	<b>Human Resources Technician</b>
<b>STARTING LEVEL/SALARY:</b>	<b>CL 25/Step 1 to CL 25/Step 61</b> <b>\$40,601 to \$66,021 Annual</b> <b>(Depending on Qualifications)</b>
<b>LOCATION:</b>	<b>Albuquerque, New Mexico</b>

#### POSITION OVERVIEW

This position is located in the U.S. District Court Clerk's Office and reports to the Human Resources Supervisor. The Human Resources Technician provides administrative and technical support for human resources programs and personnel transactions, in accordance with approved procedures and policies. *This position has promotion potential to an HR Specialist, CL27.*

#### DUTIES AND RESPONSIBILITIES

- ◆ Process a variety of human resources and payroll actions such as appointments, promotions, separations, terminations, within grade increases (WGI), and changes to benefit elections. Process workers compensation claim forms.
- ◆ Maintain, monitor and ensure accuracy of human resources records, including payroll, WGI, and leave records.
- ◆ Assist with benefit program coordination, including processing forms, addressing routine benefit questions, and resolving benefits issues.
- ◆ Assist with coordinating human resources and training-related events.
- ◆ Assist with assigned recruitment efforts, such as advertising, reviewing applications for completeness, maintaining applicant logs, coordinating interviews, performing reference

checks, and maintaining recruiting statistics.

- ◆ Gather data for required reports or run automated reports as needed.
- ◆ Assist with administering background checks and investigations, issue credentials and identification cards.
- ◆ Review payroll reports for reconciliation.
- ◆ Communicate human resources policy information.
- ◆ Perform other related duties as required.

### **MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS**

To qualify for this position, must have a minimum of one year of specialized experience equivalent to work at the CL24.

#### **Specialized Experience**

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.

Education may not be substituted for specialized experience because administrative court support positions require hands-on experience to be credited as specialized experience.

### **COURT PREFERRED QUALIFICATIONS**

- ◆ Bachelor's degree in human resources or related field. Exceptional interpersonal skills, tact, and flexibility in a dynamic environment.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

#### **HUMAN RESOURCES**

- ◆ Knowledge of human resources procedures, practices and reporting regarding processing human resources paperwork and electronic transactions.
- ◆ Knowledge of human resources management such as staffing, classification, and compensation.
- ◆ Knowledge of federal employees' benefits programs, leave, pay policies, and procedures.
- ◆ Skill and accuracy in data entry. Skill in completing various personnel and benefit forms and maintaining related records.
- ◆ Skill in researching and interpreting guidelines, rules, regulations, and policies such as those found in the *Guide to Judiciary Policy*, *Human Resources Manual*, and internal control guidelines.

- ◆ Ability to plan and organize logistics for human resources-related activities.

## **COURT OPERATIONS**

- ◆ Knowledge of or the ability to learn court operations, functions, and organizational structure.

## **INFORMATION TECHNOLOGY AND AUTOMATION**

- ◆ Skill in the use of personal computers as well as standard office equipment, such as copy machines, scanners and fax machines. Skill in the use of word processing, spreadsheet, and database applications, human resources systems, and other court computer programs and equipment to process human resources information and transactions.

## **JUDGMENT AND ETHICS**

- ◆ Ability to consistently demonstrate sound ethics and judgment and maintain court confidentiality requirements.

## **WRITTEN AND ORAL COMMUNICATION**

- ◆ Ability to communicate effectively (orally and in writing) to individuals and groups to provide information regarding human resources matters. Skill in spelling, grammar and proofreading. Ability to interact effectively and appropriately with the public, providing excellent customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to interact tactfully with a wide variety of people.

## **CONDITIONS OF EMPLOYMENT**

- ◆ Employees must be United States Citizens or eligible to work in the United States.
- ◆ Employees of the United States District Court are Excepted Service appointments; Excepted Service appointments are “at will” and can be terminated with or without cause by the court.
- ◆ Employees are required to adhere to a Code of Ethics and Conduct.
- ◆ Selectees are subject to an FBI fingerprint check or investigation and may be subject to periodic updates. An individual may be hired provisionally pending successful completion of the necessary records checks.
- ◆ The court provides reasonable accommodations to applicants with disabilities.
- ◆ This position is subject to EFT (direct deposit of salary earnings).

## **BENEFITS**

A generous benefits package is available to full-time excepted employees, including

- ◆ A minimum of 10 paid holidays
- ◆ Paid annual leave in the amount of 13 – 26 days per year, depending on length of service
- ◆ Paid sick leave in the amount of 13 days per year

- ◆ Optional participation in Federal Employees Health Benefits plans, including dental and vision insurance; Federal Employees Group Life Insurance; Flexible Benefits Program; Long-Term Care Insurance
- ◆ Retirement benefits (FERS)
- ◆ Thrift Savings Plan (TSP)
- ◆ Credit for prior government service

### **APPLICATION INFORMATION**

Qualified applicants must submit a **cover letter, résumé with three references** and an **AO-78 \*** (*Federal Judicial Branch Application for Employment*) by email to [usdcjobs@nmcourt.fed.us](mailto:usdcjobs@nmcourt.fed.us).

\*The AO-78 can be downloaded at <http://www.nmd.uscourts.gov/employment>.

PLEASE INCLUDE "HUMAN RESOURCES TECHNICIAN" IN THE SUBJECT LINE

Applications **must** be submitted in **ONE PDF** document.

Applications must be received by the deadline. Illegible or incomplete applications may result in loss of consideration for the position. Zip files will not be accepted. Documents that cannot be downloaded by the court cannot be considered.

*Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted and must travel at their own expense. The U.S. District Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may select a candidate from the original qualified applicant pool.*

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**