



U. S. District Court
Northern District of Ohio
801 West Superior Avenue
Cleveland, Ohio 44113

Benefits:

Federal Benefits Include:

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays
- Pre-tax benefit programs
- Health Insurance
- Vision/Dental Insurance
- Group Life insurance
- Long-Term Care Insurance
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP)- 401 (k)-styled program with up to 5% match
- Transit subsidy
- Fitness Center

The U. S. District Court for the Northern District of Ohio is an Equal Opportunity Employer.

U. S. DISTRICT COURT NORTHERN DISTRICT OF OHIO

HR Coordinator

VACANCY # 22-33

LOCATION: Cleveland, Ohio

REPORTS TO: HR Director

STATUS: Full-time permanent

CLASSIFICATION: CL 26/CL 27

POSTED: July 20, 2022

SALARY RANGE: \$50,285 - \$80,211

AREA OF CONSIDERATION: All qualified applicants

CLOSING DATE: Open Until Filled

POSITION OVERVIEW:

The Human Resources Coordinator provides administrative and technical support and coordination for human resources programs, personnel transactions, on-boarding/ off-boarding, recruiting, and training activities, in accordance with approved procedures and policies. The incumbent performs in a consolidated human resources office. Promotion potential to a CL 27 without further competition.

DUTIES and RESPONSIBILITIES:

- Process a variety of human resources and payroll actions such as appointments, promotions, separations, terminations, within grade increases, and changes to benefit elections. Maintain automated personnel records system. Prepare and utilize spreadsheets to track personnel actions.
- Conduct assigned recruitment efforts, such as preparing vacancy announcements and ensuring positions are advertised according to the needs of the unit, review applications for completeness. Coordinate interviews, administer employment tests, and maintain recruiting and hiring statistics for the Fair Employment Practices Report. Create and maintain applicant log for each vacancy announcement, conduct reference checks and phone screens.
- Conduct new hire orientation and coordinate new employee onboarding with key stakeholders.
- Assist in researching, developing, and recommending human resources related procedures or policies for the court.
- Assist with creating and classifying position descriptions.
- Maintain and monitor human resources records, including payroll and leave records. Track and enter time sensitive data, such as employees' promotions, performance evaluations, and step increases. Maintain and audit leave and timekeeping records.
- Ensure accuracy of personnel information in HRIS and Time and Attendance.
- Process retiree paperwork

HR Coordinator (VA 22-33)

How to Apply:

Applicants must submit ONE PDF document containing the following to

Apply@OHND.uscourts.gov

- Subject of email should read Vacancy 22-33
- Cover Letter
- Resume
- Three professional references with contact information
- Application for Federal Branch Employment found at:

<https://www.ohnd.uscourts.gov/careers>

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

Conditions of Employment:

- Applicants must be U. S. citizens or eligible to work without restriction in the United States.
- Completion of FBI background check with law enforcement agencies including fingerprint and criminal records check.
- Employment is considered provisional until the background check is complete.
- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judiciary Policy, and are bound by the Code of Conduct for Judicial Employees.
- Employees are considered "at will".
- Employees are required to use direct deposit for payroll.

- Provide benefit program coordination, including maintaining and distributing benefits materials, processing forms, and addressing routine benefit questions and resolving benefits issues.
- Assist with training activities related to human resources matters within the court unit, such as maintaining training records, assisting with preparing materials and resources, and scheduling resources (e.g., meeting rooms, web-based resources, etc.)

QUALIFICATIONS: (Qualifications must be met at the time of application)

To qualify, applicants must have a minimum of one (1) year of specialized experience. Specialized experience is progressively responsible clerical or administrative in the field of human resources, benefits administration, or executive support. Must be able to demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of legal terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, HR Departments, human resources/payroll operations.

Preferred qualifications include:

- Bachelor's degree from an accredited four-year college or university.
- Prior HR experience in the legal field, or experience working with a law firm or other Court.
- Prior experience providing support for Law-Enforcement Professionals
- Prior training or experience with electronic court recording, court calendars and dockets or courtroom deputy duties

Required Skills:

- Proficiency with Windows-based applications, including database, spreadsheets, Microsoft Word, and Adobe PDF files specifically as it relates to preparing documents, compiling data, and preparing reports
- Outstanding customer service and support skills
- Ability to communicate effectively, both orally and in writing
- Ability to follow and research complex HR guidelines and rule to make pragmatic decisions and HR Recommendations
- Strong attention to detail and organization skills.
- Ability to perform clerical functions with a high degree of accuracy.
- Ability to maintain strict confidentiality and work under deadlines
- Strong Problem-solving skills
- Friendly and approachable disposition

Starting salary commensurate with work experience, education, prior/present day pay history and previous Federal Court experience.

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.