



UNITED STATES DISTRICT COURT Northern District of Ohio

Sara Lioi, Chief Judge | Christian Capece, Clerk of Court

NOTICE OF VACANCY

HUMAN RESOURCES ASSISTANT | VACANCY #26-20

Duty Station: Cleveland, Ohio **Posted:** April 23, 2026
Status: Full-time Permanent **Closing Date:** Open Until Filled
Classification: CL 25 **Reports To:** HR Director
Starting Salary Range* \$51,541 - \$70,902

Starting salary commensurate with work experience, education, and previous Federal Court experience. **First consideration will be given to applicant packets received by May 4, 2026*

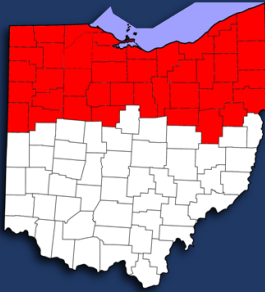
POSITION OVERVIEW:

The United States District Court for the Northern District of Ohio is seeking a Human Resources Assistant to join the district in Cleveland, Ohio. The HR Assistant will focus on administrative, operational, task-oriented responsibilities that support the broader strategic functions of the HR Director and will provide task-oriented support for cyclical HR activities across the organization. This includes ensuring compliance with the appropriate guidelines, policies, and approved internal controls.

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.
- 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 HRMIS and the leave tracking program.
- Provide administrative assistance and clerical support to other HR team members in the execution of cyclical HR processes including annual performance evaluations, awards and recognition program, service awards, and other related HR services.
- Provides front-line customer service by responding to telephone inquiries, answering routine questions, and directing callers and visitors to the appropriate HR staff member.
- Prepare various forms and HR letters including, but not limited to, offers of employment, promotional letters, separation materials, onboarding an offboarding packets.
- Conduct assigned recruitment efforts, such as preparing vacancy announcements and ensuring positions are advertised according to the needs of the unit; coordinate and schedule interviews, update and maintain interview guides.

801 West Superior Avenue
Cleveland, Ohio 44113
www.ohnd.uscourts.gov



The U.S. District Court for the Northern District of Ohio currently holds court in Cleveland, Akron, Toledo, and Youngstown and serves the 6 million citizens of the 40 most northern counties in the state. It is among the 17 largest U.S. district courts.

HOW TO APPLY

Applicants may apply by emailing ONE PDF document to apply@ohnd.uscourts.gov containing the following:

- Cover Letter
- Resume
- Three professional references with contact information
- Application for Federal Judicial Branch Employment found [HERE](#)

ALL DOCUMENTS MUST BE PROVIDED TO BE CONSIDERED FOR THIS POSITION

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

JUDICIARY BENEFITS

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays (11)
- Pre-tax Benefit Programs
- Health Insurance
- Vision/Dental Insurance
- Group Life Insurance
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP)- 401 (k)-styled program with up to 5% match
- Fitness center

CONDITIONS OF EMPLOYMENT

- Applicants must be U.S. citizens or eligible to work without restriction in the United States.
- This is a high-sensitive position which requires the completion of a five-year background investigation.
- Employment is considered provisional until the background investigation is complete.
- The background investigation will be updated every five years.
- 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.

DUTIES AND RESPONSIBILITIES CONTINUED:

- Administer background checks and investigations and issue credentials and identification cards.
- Assist employees with workers compensation claims.
- Assist with benefit program coordination, including maintaining and distributing benefits materials, processing forms, and addressing routine benefit questions and resolving benefits issues.
- Assist with HR audits including the annual internal controls audit and cyclical audits.
- Prepare materials for specialized events such as service awards, law clerk orientation, and events sponsored by the activities committee.
- 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.)
- Order and oversee the maintenance of consumable supplies and prepare supply requests.
- Perform other related duties as required.

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 recruiting. 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:

- Bachelor's degree from an accredited four-year college or university.

REQUIRED SKILLS:

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

OTHER:

Due to the high volume of applications anticipated, the Court will only contact those who will be considered for interviews. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

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.