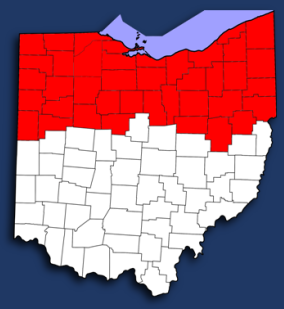
UNITED STATES DISTRICT COURT
Northern District of Ohio

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

NOTICE OF VACANCY

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

HUMAN RESOURCES SPECIALIST | VACANCY #26-41

Duty Station:	Cleveland, Ohio	**Posted:**	November 5, 2026
Status:	Full-time Permanent	**Closing Date:**	Open Until Filled
Classification:	CL 26 / CL 27	**Reports To:**	HR Director

Starting Salary Range* $56,773 - $92,269

Starting salary commensurate with work experience, education, and previous Federal Court experience.* ***First consideration will be given to applicant packets received by November 13, 2026.*

POSITION OVERVIEW:

The Human Resources Specialist 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/conducts 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.
- Provide benefit program coordination, including maintaining and distributing benefits materials, processing forms, and addressing routine benefit questions and resolving benefits issues.

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:

- Process retiree paperwork.
- 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: *(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.
- Three (3) or more years' experience working in an HR-related role or function.
- Prior HR experience in the legal field, or experience working at a law firm or other Court.
- Prior Federal HR experience.
- Prior experience providing support for Law-Enforcement Professionals.
- Prior experience conducting reference checks and recruitment screens.

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, 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.