



UNITED STATES PROBATION OFFICE

Eastern District of Texas

Human Resources Specialist

Vacancy Announcement 23-03

Posting Date:	May 5, 2023	Salary:	CL 26 \$50,316 – CL 27 \$97,481
Closing Date:	Open until filled. Preference given to applications received by May 26, 2023, 5 PM CST.	Location:	Beaumont, Tyler, Plano, or Sherman, Texas
Type:	Permanent Full-time	Entrance on Duty:	TBD

INTRODUCTION: The United States Probation Office for the Eastern District of Texas has an immediate opening for a full-time Human Resources Specialist. The incumbent is hired by the Chief Probation Officer and works directly for the U.S. Probation Office. Further promotional potential exists based on successful performance.

REPRESENTATIVE DUTIES: The incumbent performs duties related to benefits administration, recruitment, classification, payroll, workers compensation, personnel action processing, leave administration, records maintenance, Facility Access Card program, and fingerprinting. Maintains local personnel files, including payroll, leave records, and other accountability documents for audit purposes. Administers and utilizes automated systems for human resources activities including leave tracking, personnel projections, HRMIS, electronic records management, performance management, etc.; manages position classification standards under the Court Personnel System and Judiciary Salary Plan; develops and updates position descriptions. The incumbent will design, coordinate, and deliver internal human resources training programs, draft manuals, handbooks, web content and other training materials. The incumbent advises, makes recommendations, and consults with senior managers and supervisors on human resources matters and intervenes when necessary to prevent or correct mistakes. Ability to travel to other divisional offices as necessary. May perform some clerical support duties and other duties as assigned.

REQUIRED EDUCATION/WORK EXPERIENCE: To qualify for the position, completion of the requirements for a bachelor's degree from an accredited college or university in Human Resources or a related field and at least two years of specialized experience. Specialized experience is progressively responsible experience in at least one but preferably two or more functional areas of human resources management and administration (compensation and benefits, hiring and retention, training and development, employee relations, employment law, HR best practices, etc.) that provided knowledge of the rules, regulations, terminology, etc., of the area of human resources administration. SHRM certification and three years of progressively responsible experience may be substituted for a bachelor's degree. If the selected candidate starts this position at CL 26, they may later be promoted to CL 27 without further competition.

QUALIFICATIONS/JOB RELATED SKILLS: Ability to learn and understand the policies, procedures, and functions related to court operations; ability to handle a wide range of HR program areas; approachability; superior customer service skills; ability to research and respond to requests promptly; excellent communication skills, both orally and in writing; ability to interact tactfully/professionally and communicate effectively one-on-one, in small groups, and in large groups; strong attention to detail and organization skills; ability to multitask; ability to maintain strict confidentiality and work under deadlines, demonstrate sound judgment and handle sensitive material. Must possess technological proficiency with Windows-based applications, including database, spreadsheets, Microsoft Office, and Adobe. Federal court experience is preferred.

EMPLOYEE BENEFITS: The United States Probation Office offers an excellent work environment. Court employees are covered by the Court Personnel System and are entitled to benefits that include participation in the Federal Employees Retirement System, choice of a health benefit plan from several options, a Flexible Benefit Program (pre-tax contributions for health care and dependent care expenses), life insurance, annual and sick leave, a Long-Term Care plan, periodic salary increase, and the Thrift Savings Program (retirement savings plan) with matching funds. Benefits also include from 13 to 26 vacation days, 11 paid holidays per year and 13 days of sick leave annually which may be used for care of sick family

members.

INFORMATION FOR APPLICANTS: The United States Probation Office is part of the Judicial Branch of the United States Government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are “at will” employees. This position is subject to mandatory Electronic Funds Transfer for payment of net pay. This is a high-sensitive position. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation including fingerprinting and a credit check. Every five years thereafter, he/she will be subject to an updated background investigation. Additionally, some periodic overnight travel may be required.

PROCEDURES FOR APPLYING: Consideration will only be given to applicants who submit a complete application packet providing all **the documents requested below in a SINGLE PDF FILE**. Please provide only the documents requested. **No hand-written applications will be accepted.**

1. Prepare a resume highlighting your education and professional experience including five professional references with all contact information.
2. A complete [AO78 FEDERAL JUDICIAL BRANCH APPLICATION FOR EMPLOYMENT \(02/20\)](#). **Handwritten applications will not be accepted.**
3. Five **professional** references.
4. Obtain copies of your last three performance appraisals.

To apply, submit all the above documents as **one PDF** and email to TXEP-HR@txep.uscourts.gov. Interviews to be held in Plano, Texas. Only applicants selected to be tested will be contacted by email.

U.S. Probation 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 Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool.

THE COURT IS NOT AUTHORIZED TO REIMBURSE A CANDIDATE FOR TRAVEL IN CONNECTION WITH AN INTERVIEW OR PAY FOR ANY RELOCATION EXPENSES.

The U.S. Probation Office is an Equal Opportunity Employer