DISTRICT OF IDAHO

U.S. District and Bankruptcy Courts for the District of Idaho
Opportunity Announcement 17-04

Boise, Idaho
www.id.uscourts.gov

Position Details
Job Grade: CL 25-27 (DOE)
Salary Range: $39,796-78,270 (DOE)

Closing Date: Open until filled. Preference given to applications received before close of business, Friday, August 11, 2017.

Materials must be submitted to:
careers@id.uscourts.gov
Attn: Alex Krone, Human Resources Manager

Applicants must provide (all in one PDF attachment):
1. Letter of interest
2. Current résumé
3. Completed AO-78 (see below)

HR/Benefits Specialist

The United States District and Bankruptcy Courts, and U.S. Probation and Pretrial Services Office for the District of Idaho are accepting applications for the position of **HR/Benefits Specialist**. There are five offices within the District of Idaho: Boise (headquarters office), Coeur d'Alene, Moscow, Twin Falls and Pocatello. Assignment of the position is at the Boise headquarters office.

Note: More than one position may be filled using the applicant pool from this posting.

The U.S. District and Bankruptcy Courts, and U.S. Probation and Pretrial Services Office for the District of Idaho are seeking a qualified HR/Benefits Specialist to work in its main office in Boise, Idaho. This position is part of a Shared Administrative Services structure which provides human resource, finance and procurement services to the Judges and staff of the three court units. The incumbent is expected to be self-directed, highly organized, professional, and possess the ability to balance the demands of a diverse and busy workload. Additionally, the incumbent must be mature, responsible and tactful, demonstrate initiative and the ability to exercise good judgment. The incumbent must be able to work harmoniously with a variety of staff at all levels of the organization, while possessing not only excellent oral and written communication skills, but also understanding the importance of confidentiality issues in the workplace.

Disclosure: The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior notice. Only qualified applicants will be considered for this position. Participation in the interview process will be at the applicant's own expense. As a condition of employment, the selected candidate must complete a 10 year background investigation including a credit check and FBI fingerprint check and will be subject to recheck every 5 years thereafter. Applicants must be U.S. citizens or eligible to work for the United States. Court employees are considered "at will employee in the excepted service and may be terminated with or without cause by the court.

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Representative Duties:

- Serve as the primary point of contact for all benefits-related topics, to include health, dental and vision insurance, leave management, retirement and compensation.
- 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.
- Assist with recruitment efforts, such as preparing and distributing announcements, coordinating interviews, conducting reference checks and compiling annual recruitment reports.
- Maintain and administer employee leave program using AO and court policies and procedures. Monitor employee records through Human Resource Management Information System (HRMIS), adhering to national and court guidelines. Track and enter time sensitive data, such as employees' date of promotion, performance evaluations, and step increases. Maintain leave and timekeeping records. Coordinate Voluntary Leave Transfer Programs (VLTP).
- Conduct new-hire on-boarding and orientation.
- Maintain local personnel records.
- Administer background checks and investigations and issue credentials and identification cards.
- Assist in researching, developing, and recommending human resources related procedures or policies for the court.
- Coordinate training programs for internal staff, which may include scheduling potential training topics, planning, and evaluating learning programs. Track all training for the District.
- Coordinate intern/extern program.
- Other duties as assigned.

Minimum/Required Qualifications:

- A bachelor's degree from a college or university of recognized standing is required.
- At least one year of human resources, finance, or similar experience in a fast-paced work environment.
- Skill in the use of Microsoft Office applications (Word, Excel, PowerPoint).
- Demonstrated integrity and ability to handle HR issues in a confidential manner.

Court Preferred Qualifications:

- Progressively responsible experience in at least one but preferably two or more functional areas of human resources management and administration (classification, benefits, training, employee relations, etc.) that provided knowledge of the rules, regulations, terminology, etc. of the area of human resources administration.

Benefits:

- A generous benefits package includes the following
- 13 days of paid annual leave per year during the first three years of federal service. Accrual rate increases with additional years of service.
- 13 days of paid sick leave (unlimited accumulation)
- 10 paid holidays
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- Life insurance benefits under the Federal Employees' Group Life Insurance Program (FEGLI)
- Flexible Benefits Program
- Federal Employees' Group Long Term Disability Program (FEGLTD)
- Long Term Care Insurance through the Federal Judiciary or the Office of Personnel Management (OPM)
- Thrift Savings Plan participation (with up to 5% employer matching contributions)

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Application Process:
Qualified applicants should submit a letter of interest, current resume and AO-78 application (all in one PDF attachment) by email to: careers@id.uscourts.gov

Application forms (AO-78) are available on our website in fillable format at http://www.id.uscourts.gov/clerks/careers/Current_Job_Opportunities.cfm, or at any of our office locations. Please print or type all information. If your application does not provide all information requested, or if your applicant packet is not complete or late, you may lose consideration for this position.

The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are not included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees.

THE UNITED STATES COURTS FOR THE DISTRICT OF IDAHO
IS AN EQUAL OPPORTUNITY EMPLOYER