

DISTRICT OF IDAHO
U.S. District and Bankruptcy Courts of the District of Idaho
Opportunity Announcement 26-07



Boise, Idaho
www.id.uscourts.gov

Position details:

Job Grade: CL 24-25

Salary Range: \$44,701 to \$80,265 (DOE)

Position type:

Full-time, permanent

Closing date: Open until filled.

Preference given to applications received before close of business, Friday, July 10, 2026.

Materials must be submitted (in one PDF) to:

careers@id.uscourts.gov

Attn: Crystal Hall, H. R. Specialist

Applicants must provide (PDF attachment):

1. Letter of interest
2. Current resume
3. Completed AO-78 (see below)

Human Resources Specialist

The consolidated United States District and Bankruptcy Courts for the District of Idaho are accepting applications for the position of **Human Resources Specialist**. There are three offices within the District of Idaho: Boise, Coeur d'Alene, and Pocatello. Assignment of the position will be in the Boise office.

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 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.

Disclosures: 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 written or other 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 background investigation and FBI fingerprint check. Applicants must be U.S. citizens or eligible to work for the United States. Court employees are considered "at will" employees in the excepted service and may be terminated with or without cause by the court.

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Representative Duties:

- 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 administer the 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. Maintain leave and timekeeping records.
- Facilitate onboarding of new employees and interns, including providing and processing all necessary paperwork and coordinating start dates with the new employee/intern, their manager, and IT.
- Coordinate employee exits to include exit interviews and out-processing.
- Administer background checks and investigations and issue credentials and identification cards.
- Provide assistance on a number of benefits-related topics, to include health, dental and vision insurance.
- Serve as the District of Idaho Employee Dispute Resolution (EDR) Coordinator.
- Coordinate and participate in employee “stay” interviews.
- Assist with recruitment efforts, such as preparing and distributing announcements, coordinating interviews, and conducting reference checks.
- Administer Clerk’s Office On-the-Spot awards program.
- Complete verification of employment (VOE) requests.
- Travel is occasionally required.
- Other duties as assigned.

Minimum/Required Qualifications:

- High school diploma.
- Skill in the use of Microsoft Office applications (Word, Excel, PowerPoint).
- Integrity and the ability to handle HR issues in a confidential manner.
- Flexibility in adapting to and embracing workplace changes.
- Ability to solve problems, work effectively in a team environment, and display emotional intelligence.

Benefits:

- Paid annual and sick leave
- 11 paid federal holidays
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Thrift Savings Plan (TSP) participation with up to 5% employer matching contributions
- Health benefits under the Federal Employees’ Health Benefits Program (FEHB)
- Dental and vision benefits offered through the Federal Employees Vision and Dental Plan (FEDVIP)
- Life insurance benefits under the Federal Employees’ Group Life Insurance Program (FGLI)
- Flexible benefits program

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Process/Disclosures:

The Application for Federal Employment form (AO-78) is available on our website in fillable format at https://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

As a condition of employment, this position is subject to a Moderate Risk background investigation, which includes an FBI fingerprint check with five-year periodic updates; retention depends upon a favorable suitability determination. The Federal Financial Management Reform Act requires direct deposit of federal wages.

Due to the expected high volume of applicants for this position, the U.S. Courts for the District of Idaho will only contact those qualified applicants who will be invited for an interview.

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