



**UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF WASHINGTON**

**HUMAN RESOURCES SPECIALIST
SEATTLE**

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| ANNOUNCEMENT NUMBER | #18-08 |
| ANNOUNCEMENT DATE | November 1, 2018 |
| CLOSING DATE | Open Until Filled |
| SALARY RANGE | Court Personnel System CL-27, Step 1-61 \$53,084 - \$86,338 CL-28, Step 1-61 \$63,656 - \$103,441 |
| AREA OF CONSIDERATION | Nation-Wide |

POSITION OVERVIEW

The U.S. Bankruptcy Court seeks a dedicated and experienced human resources professional with excellent interpersonal skills and strong work ethic. The Human Resources (HR) Specialist provides service to clerk's office staff, judicial officers, and chambers staff. The HR Specialist performs a wide variety of duties including training, benefits administration, payroll processing, recruitment, on-boarding and orientation, performance management, and proactively managing all elements of the employment lifecycle. This position requires a positive, self-motivated individual who demonstrates professionalism, discretion, and exceptional customer service and communication skills.

This position is located at the federal courthouse in Seattle and supports employees located both in Seattle and at the divisional office in the federal courthouse in Tacoma.

REPRESENTATIVE DUTIES

- Manages all areas of human resources related to hiring, promotions, payroll, separations, classification, workers compensation, personnel action processing, and within grade increases.
- Manages full recruitment cycle, including advertising, interviewing, and orientation.
- Facilitates and delivers training on a variety of HR related topics.
- Oversees the court's performance management process.
- Advises judges, unit executive, supervisors and court staff on human resources matters, procedures and processes.
- Issues new employee credentials and identification cards. Assists with fingerprinting new employees, contractors, and other agency personnel as needed.
- Advise and educate staff in all areas of federal and judiciary

INFORMATION FOR APPLICANTS

Applicants invited to interview must travel at their own expense.

The U.S. Bankruptcy Court requires employees to follow a code of conduct which is available upon request.

Reference checks will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal records checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.

APPLICATION PROCEDURE

Applicants should complete an Application for Judicial Federal Employment, Form AO-78 <http://www.uscourts.gov/forms/AO078.pdf>. Please submit cover letter, resume and Form AO-78 in a single PDF by email to:

HR1_WAWB@WAWB.USCOURTS.GOV

The subject line should read: HR Specialist – Vacancy #18-08

See the Court’s Website at: WWW.WAWB.USCOURTS.GOV

Equal Opportunity Employer