



**United States Bankruptcy Court  
Western District of Washington  
700 Stewart Street, Room 6301  
Seattle, WA 98101  
[www.wawb.uscourts.gov](http://www.wawb.uscourts.gov)**

**Vacancy Announcement  
#24-02**

Position: Human Resources Specialist

Position Type: Full time – Permanent

Start Date: Late March 2026 TBD

Location: Seattle, Washington

Salary Range: Court Personnel System  
CL-27, Step 1-61 \$67,136 to \$109,133  
CL-28, Step 1-61 \$80,456 to \$130,821  
Position has promotional potential to CL-28 without further competition.

Opening Date: February 24, 2026

Closing Date: Open until filled; interviews may be conducted on a rolling basis.

Area of Consideration: Nationwide

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**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. The court has three judges and 30 other employees, including chambers staff. It's anticipated that a new judge and chambers staff will be appointed in 2026.

**Representative Duties**

- Manage all areas of human resources related to hiring, promotions, payroll, separations, classification, workers compensation, personnel action processing, and within grade increases.
- Advise judges, unit executive, supervisors and court staff on human resources matters, procedures and processes.
- Manage full recruitment cycle, including advertising, interviewing, and orientation.
- Oversee the court's performance management process and employee recognition program.
- Manage background check and fingerprinting program and issue new employee credentials and identification cards,

- Coordinate and conduct new-hire onboarding and orientation for new clerk's office and chambers' employees and externs.
- Advise and educate staff in all areas of federal and judiciary benefits.
- Administer and utilize automated and manual systems for human resources activities including payroll processing, leave tracking, training, personnel projections, workers compensation and records management.
- Coordinate training initiatives and facilitate and deliver training on a variety of HR related topics.
- Facilitate grievance and adverse action procedures.
- Maintain local personnel files, including payroll, leave records, and other accountability documents for audit purposes.
- Ensure adherence to the Guide to Judiciary Policy and Human Resources Manual, including compliance with appropriate guidelines, policies and approved internal controls related to human resources management.
- Manage a variety of special projects and additional administrative responsibilities such as the annual staff offsite and internal controls self-assessment and act as the Court's accommodation access coordinator and head floor warden.

### **Qualifications and Requirements**

- Minimum of a high school diploma or the equivalent.
- Must be a U.S. citizen or eligible to work in the United States.

The successful candidate must demonstrate or possess at least 2 years specialized experience with skills closely related to position.

Specialized Experience is defined as progressively responsible experience in at least one but preferably two or more functional areas of human resources management and administration (classification, staffing, training, employee relations, etc.) that provided knowledge of the rules, regulations, terminology, etc. of the area of human resources administration.

If a candidate does not possess 2 years of specialized experience, additional education can be substituted for this requirement. To qualify at a CL-27, completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements: an overall "B" grade point average equaling 2.90 or better of a possible 4.0; standing in the upper third of the class; "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology; election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies; or completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in business or public administration, political science, criminal justice, law, or other fields closely related to the subject matter of the position. To qualify at a CL-28, completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in business or public administration, political science, criminal justice, law, or other fields closely related to the subject matter of the position.

- Ability to maintain confidentiality, demonstrate sound judgement, and the ability to handle highly sensitive material is essential.
- Ability to communicate accurately and professionally.
- Excellent computer proficiency.
- Strong attention to detail, organizational skills and ability to track and meet deadlines.
- Ability to travel to district office and offsite trainings.

### **Preferred Qualifications**

- Human resources or related experience with federal government.

### **Benefits Information**

Court employees are considered “at-will” and are not covered by the Office of Personnel Management’s civil service classifications or regulations. They are, however, entitled to similar benefits as other federal government employees. These benefits include:

- Eleven paid holidays per year
- Paid annual and sick leave
- Medical coverage with a government contribution and pre-tax employee premiums
- Dental and vision insurance
- Group life insurance with a government contribution
- Flexible Benefits Program (pre-tax flexible spending for health care, dependent care and commuter/parking costs)
- Participation in the Thrift Savings Plan (similar to 401K plan, with employer matching up to 5%) and Federal Employees Retirement System (FERS)
- Telework options

More information about benefits can be found here: <https://www.uscourts.gov/careers/benefits>

### **Application Procedure**

Applicants must submit: 1. a cover letter; 2. a Judicial Federal Employment Application, Form AO-78 <http://www.uscourts.gov/forms/AO078.pdf> (Questions 19, 20 & 21 are required); and 3. a resume. Please submit application materials in a single PDF to [hr\\_wawb@wawb.uscourts.gov](mailto:hr_wawb@wawb.uscourts.gov). The subject line should read: HR Specialist #26-02

This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify Human Resources at [hr\\_wawb@wawb.uscourts.gov](mailto:hr_wawb@wawb.uscourts.gov). The decision on granting reasonable accommodations will be made on a case-by-case basis.

### **Other Information**

Applicant must be a U.S. citizen or eligible to work in the United States.

As a condition of employment, the selected candidate will be subject to an FBI fingerprint and background check. The selectee may be appointed provisionally, and retention will depend upon a favorable suitability determination of the background check. The background investigation will be updated every five years. All information provided by applicants is subject to verification and background investigation.

The United States Bankruptcy Court requires employees to adhere to the [Code of Conduct for Judicial Employees](#). Electronic fund transfer (direct deposit) participation for net pay is required.

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.

See the Court’s website at: [www.wawb.uscourts.gov](http://www.wawb.uscourts.gov)

**Equal Opportunity Employer**