

**\*\*\* CAREER OPPORTUNITY \*\*\***



**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF OKLAHOMA**

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Position Title: Human Resources Specialist

Location: Muskogee, Oklahoma

Closing Date: Open until filled; preference given to applications received by June 30, 2024

Classification: CL-26/01 to CL-28/61

Salary Range: \$52,831-\$113,078 *\*Actual salary determined by qualifications and experience. If hired at CL-26, promotion potential up to CL-28 without competition.*

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**POSITION OVERVIEW:**

The United States District Court for the Eastern District of Oklahoma is accepting applications for the position of Human Resources Specialist to work in a shared services capacity. This individual will perform and coordinate professional work related to human resources for multiple court units. He or she will support judicial officers and their respective chambers staff, clerk's office staff, and probation office staff, including law enforcement. The position reports directly to the District Court Clerk, the Bankruptcy Court Clerk, and the Chief Probation Officer.

**DUTIES AND RESPONSIBILITIES:**

- Research, analyze, develop, and recommend human resources policies and procedures.
- Provide information and guidance to all court staff on human resources matters.
- Provide advice on organization structures, position descriptions, and classification standards.
- Process a wide variety of human resource and payroll actions timely such as appointments, promotions, and separations.
- Maintain payroll and personnel records according to retention guidelines.
- Facilitate performance management reviews.
- Coordinate recruitment efforts such as preparing vacancy announcements, reviewing applicants for completeness, and coordinating interviews.
- Manage the Facility Access Cards and Background Check and Investigations processes.
- Serve as Time Coordinator with respect to annual and sick leave.
- Provide input for each court unit's human resources related internal controls practices and procedures and ensure compliance.
- Maintain human resources records for audit purposes.
- Assist the court units with developing potential staffing scenarios based on the needs of the respective court unit.
- Perform other duties as assigned.

## **QUALIFICATIONS AND REQUIREMENTS:**

- Two years of specialized experience. At least one year must be equivalent to work at the next lower level. Education may be substituted for the specialized experience at the CL 27 or 28 levels.
- Specialized experience is defined as having responsibility in one but preferably two or more functional areas of human resources management (e.g., staffing, training, employee relations, recruitment, etc.).
- Educational Substitutions:
  - For the CL-27, a bachelor's degree from an accredited college or university and one of the following superior academic achievements may be substituted for the two years: 1) "B" grade point average, 2) standing in the upper 1/3 of the class, 3) "3.5" average or better in the major field of study, 4) election to Phi Beta Kappa, or another National Honorary Society, 5) completion of one academic year of graduate study in an accredited university in business or public administration, or other field closely related to human resources management.
  - For the CL-28, a master's degree or two years of graduate study in an accredited university in business or public administration, or other field closely related to human resource management.
- The candidate must possess strong organizational, analytical, and verbal and written communication skills and must always display a professional demeanor.
- Solid typing and computer skills and the ability to work with a variety of programs and computer applications required.
- Must have the ability to communicate information accurately and in a timely manner to individuals within and outside the judiciary.
- The candidate must maintain confidentiality and use sound judgment.

## **PREFERRED QUALIFICATIONS:**

- Bachelor's Degree in a field closely related to human resources management.
- Experience working in a local, state, or federal government agency.

## **CONDITIONS OF EMPLOYMENT:**

- Employees must be a United States citizen or eligible to work in the United States.
- Employees are required to adhere to the Code of Conduct for Judicial Employees.
- Employees of the United States District Court are excepted service appointments and considered "at will" employees.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposits.
- As a condition of employment, the selected candidate will be subject to a full government background investigation, including an FBI fingerprint and criminal records check.
- The selected candidate will be hired provisionally pending successful completion of the investigation and receipt of a favorable suitability determination.
- Applicants are advised that false statements or omission of information on any application material may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

## **BENEFITS:**

Employees of the Federal Judiciary are entitled to federal benefits which include health, dental, vision, and life insurance programs; long-term disability insurance; paid leave; periodic grade and

step increases; paid federal holidays; retirement; and matching and tax-deferred Thrift Savings Plan (similar to a 401K). More information about judiciary benefits can be found at [www.uscourts.gov](http://www.uscourts.gov).

**HOW TO APPLY:**

Submit the following documents: (1) cover letter, (2) resumé, (3) a list of references, and (4) a completed AO-78 - Application for Federal Judicial Branch Employment (found on the Court's website at [www.oked.uscourts.gov](http://www.oked.uscourts.gov)) via email in one pdf file to [stephanie\\_horton@oked.uscourts.gov](mailto:stephanie_horton@oked.uscourts.gov) or via U.S. mail to:

United States District Court for the Eastern District of Oklahoma  
Attention: Stephanie Horton, Chief Deputy Clerk  
P.O. Box 607  
Muskogee, Oklahoma 74401

Only candidates invited to interview will be contacted.

Participation in the interview process will be at the applicant's own expense. Relocation expenses will not be provided. Only qualified applicants will be considered for this position.

**\*\*\* THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER. \*\*\***