



**Sandra Day O'Connor**  
U.S. Courthouse  
401 West Washington Street  
Suite 260  
Phoenix, AZ 85003-2119

### **Benefits**

Federal benefits include:

- Paid Annual Leave
- Paid Sick Leave
- 10 Paid Holidays
- Retirement Benefits to include a defined contribution program (4.4% of gross pay)
- Thrift Savings Plan (TSP), a 401(k)-styled program with a government match of up to 5%

Optional benefits include:

- Health Insurance
- Life Insurance
- Disability Insurance
- Long-term Care Insurance
- Dental and Vision Insurance
- Flexible Benefits Program which includes medical and dependent care reimbursement.

In addition, we offer flexible work schedules, and an in-house fitness facility.



**The United States District Court  
for the District of Arizona is an  
Equal Opportunity Employer**

# U.S. District Court – District of Arizona

Career Opportunity # 21-27

## Human Resources Assistant

Position Type:	Full-Time Regular
Salary Range:	\$40,085 - \$65,166 Depending on qualifications and experience.
Job Grade:	CL 24
Open Date:	6/02/2021
Closing Date:	6/18/2021
Location:	Phoenix, AZ

### **Position Overview**

The United States District Court, District of Arizona is seeking a Human Resources Assistant in the Phoenix location. This position is part of a Consolidated Human Resources Division and reports to the Human Resources Director. The incumbent's responsibilities include providing human resources services to the U.S. District Court, U.S. Probation Office, and U.S. Pretrial Services Office in the District of Arizona. The Consolidated Human Resources Division provides services to both law enforcement and non-law enforcement covered positions.

### **Representative Duties**

- Assists with processing a variety of human resources and payroll actions, such as appointments, promotions, separations, etc.
- Processes workers compensation claims.
- Gathers data for required reports, such as telework, fair employment practices, and workers compensation.
- Supports the recruitment process, including preparing and distributing announcements, coordinating interviews, and conducting reference checks. Reviews applications for completeness and determines if applicants meet minimum qualification requirements.
- Assists in administering background and investigations checks, employment tests, and issuing credentials and building access cards. Assists with new employee orientation, ensuring proper completion of new hire paperwork.
- Supports the processing of Judicial Externs with background checks, scheduling onboarding meetings, and maintaining associated records.
- Maintains and monitors human resources records, including payroll, leave and time keeping records using Human Resource Management Information System (HRMIS), adhering to national and court guidelines for multiple court units.
- Tracks and enters time sensitive data, such as employees' date of promotion, performance evaluations, and step increases for multiple court units.
- Assists with benefits program coordination including maintaining and distributing benefits materials, processing forms, addressing routine benefits questions and resolving benefits issues for multiple court units.
- Coordinates human resources related events including the annual health fair.
- Communicates human resources policy information.
- Assists with coordination and delivery of HR related programs for multiple court units by assisting with preparing materials and resources, and scheduling resources (e.g., meeting rooms, web-based resources, etc.).
- Occasional travel to divisional offices.

### **Qualifications**

- Requires at least one year of specialized experience that is equivalent to work performed at the CL 23.
- Specialized experience is defined as progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations and practices of human resources administration and involved the routine use of automated human resources systems.



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### How to Apply

Applicants must submit the following:

- Cover letter that supports your work experience as it relates to this position.
- Resume that includes complete work and salary history, and education.
- Three professional references.
- Your two most recent performance evaluations (strongly preferred). Letters of recommendation may be substituted if no evaluation is available.

Go to our web site:

<https://www.governmentjobs.com/careers/azduscourts> to submit an online application, along with the items listed above.

Attachments should be submitted as Microsoft Word or Adobe Acrobat.pdf documents. Other formats are **not** acceptable.

Applications will be considered complete when the online application and all required attachments, in proper format, are received in the Human Resources Division on or before the closing date.



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- Experience with human resources procedures and practices as they relate to human resources management and processing related paperwork and transactions.
- Education may not be substituted for specialized experience.
- The incumbent must be able to maintain confidentiality professionally.

## Preferred Qualifications

- Bachelor's degree from an accredited college/university in a field of academic study such as human resources, psychology, sociology, human relations, business or public administration.
- Preference will be given to applicants who have one or more years of Federal Judiciary human resources experience.

## Applicant Information

- 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. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.
- Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under "Excepted Appointments" and are considered "at will" employees (except for probation officers who may be removed for cause). Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.
- The initial appointment to this position is provisional pending the successful completion of the required fingerprint and background investigations. The U.S. District Court is drug-free workplace and the applicant selected will also be required to participate in a drug screening and background test prior to employment.
- Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.
- Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided.
- The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).
- Promotion potential to CL 25. All promotions are subject to the approval of the Administrative Office of the U.S. Courts.
- Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below. Under 8 U.S.C. §1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.