



UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND

POSITION: Human Resources Technician
DUTY STATION: Baltimore, Maryland with travel
to Greenbelt divisional office as needed

OPENING DATE: January 12, 2024
CLOSING DATE: Open Until Filled with
first preference given to applications
received by January 26, 2024

SALARY: CL 23 (\$44,730 - \$72,715) Two years of general experience** or college degree
CL 24 (\$49,523 - \$80,546) Two years of general experience** or college degree plus
one year of specialized experience** required
Possible promotion potential to the CL 25 (\$54,717 - \$88,938) without further competition.

The Clerk of the United States District Court for the District of Maryland is seeking qualified applicants for the full-time position of Human Resources Technician. The incumbent will provide administrative and technical support for human resources and activities in accordance with approved procedures, policies and internal controls.

Duties include, but are not limited, to the following:

- Assist with recruitment efforts, such as preparing and distributing announcements, coordinating interviews, and conducting reference checks.
- Assist in administering background investigation checks and employment tests.
- Assist with processing a variety of human resources and payroll actions such as appointments, promotions, separations, and terminations.
- Collect fingerprints for background checks and issue credentials and identification cards. Organize and track required certification forms.
- Maintain and update online and printed staff directories.
- Assist with employee recognition programs and coordination of human resources-related events.
- Assist with training activities within the court unit, such as maintaining training records, preparing materials and scheduling resources.
- Assist with the court's volunteer internship program.
- Perform other related duties, as assigned.

Qualifications and Requirements:

- High school graduate, or equivalent, required plus two years general experience. Education above high school may be substituted on the basis of one academic year being equal to one year of general experience.
- Ability to exercise good judgment, act with diplomacy, and maintain confidentiality.
- Ability to communicate effectively, both orally and in writing, with persons with varying experiences and backgrounds.
- Excellent interpersonal skills. Strong customer service experience and team orientation required.
- Excellent computer, organizational and administrative skills; accuracy and attention to detail essential. Ability to manage multiple tasks, priorities, and deadlines.
- College degree and/or coursework in accounting or a related field strongly preferred.
- Some lifting of records is required.

Federal Benefits:

- Health, dental, vision, life, and long-term care insurance programs available.
- Flexible spending accounts for health and dependent care available.
- Vacation/annual leave (13-26 days increasing with years of service), sick leave (13 days per year) and paid holidays (11 days).
- Paid parental leave (12 weeks) for the birth or adoption of a child after one year of employment.
- Telework possibilities after successful training and probationary period.
- Retirement (FERS - Federal Employees Retirement Program) with employer and employee contributions as well as immediate matching contributions in the Thrift Savings Plan (TSP) 401K style plan.
- The U.S. District Court is a qualifying employer for possible Public Service Loan Forgiveness.
- Free parking available at the courthouse.
- Additional information about the federal judiciary's benefits can be found at www.uscourts.gov/careers/benefits

How to Apply:

Interested applicants should submit a resume, a cover letter stating the reasons for your interest in the position, and a completed AO-78 Application for Federal Employment as a single PDF document to: jobs@mdd.uscourts.gov Include the job title for which you are applying in the subject header of the email. ****To ensure first consideration, complete application packets must be received no later than 4:00 p.m. on January 26, 2024.**

***General experience** is progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position. Education above high school may be substituted for general experience.

***Specialized experience** is progressively responsible clerical or administrative experience that is in, or closely related to, the duties and responsibilities of the position and which has demonstrated the knowledge, skills, and abilities to successfully perform the duties of the position and involves the routine use of automated software and keyboarding for word processing for report generation.

- Due to the volume of applications received, the court will only communicate with those individuals invited for an interview.
- The United States District Court is an Equal Opportunity Employer. All applications will be reviewed to identify the best qualified candidates.
- In the event a position becomes vacant in either division or in a similar classification within a reasonable time from the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.

Conditions of Employment:

- Applicants must be a United States citizen or national or a permanent resident who is seeking citizenship in the United States. Successful candidate for this position is subject to a full fingerprint and background records check and mandatory electronic direct deposit of salary payment.
- This is a sensitive position within the Federal Judiciary. The selected candidate will be hired provisionally, pending the successful completion of the required background investigation and favorable employment suitability determination.
- Selected applicant will be required to complete a one-year probationary period. Failure to successfully complete the probationary period may result in termination of employment. Positions in the United States Courts are excepted appointments, are not under the Civil Service System, and are "at will" employees.
- Employees must adhere to the Code of Conduct of Judicial Employees which is available at: <https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.