



**UNITED STATES DISTRICT COURT
UNITED STATES PROBATION OFFICE
EASTERN DISTRICT OF LOUISIANA
SHARED ADMINISTRATIVE SERVICES**

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CAROL L. MICHEL
CLERK OF COURT

TRACY L. COLEMAN
CHIEF PROBATION OFFICER

NOTICE OF POSITION VACANCY

POSITION TITLE: HUMAN RESOURCES GENERALIST

POSITION LOCATION: NEW ORLEANS, LOUISIANA

VACANCY ANNOUNCEMENT #: 24-DSC-09

OPENING DATE: MONDAY, APRIL 29, 2024

CLOSING DATE: APPLICATIONS RECEIVED BY **FRIDAY, MAY 17, 2024** WILL BE CONSIDERED FOR FIRST REVIEW, OR UNTIL FILLED.

JOB CLASSIFICATION/GRADE: CL-25/26

SALARY RANGE: **\$47,966 - \$66,036** (BASED ON QUALIFICATIONS AND EXPERIENCE)
IF HIRED AT CL-25, PROMOTION TO THE NEXT GRADE EXISTS WITHOUT FURTHER COMPETITION, BASED ON PERFORMANCE, AND AT THE DISCRETION OF THE COURT UNIT EXECUTIVES. FULL SALARY RANGE FOR THIS POSITION IS \$47,966 - \$85,844. **MORE THAN ONE POSITION MAY BE FILLED FROM THIS VACANCY ANNOUNCEMENT.**

POSITION OVERVIEW

The U.S. District Court and U.S. Probation Office for the Eastern District of Louisiana are seeking qualified applicants for the full-time permanent position of **Human Resources Generalist**. The Human Resources Generalist will work within the Shared Administrative Services (SAS) Unit, supporting the U.S. District Court and U.S. Probation Office. The incumbent will provide administrative and technical support for human resources programs, personnel transactions, and training activities, in accordance with approved procedures and policies. The position reports directly to the Human Resources Supervisor.

REPRESENTATIVE DUTIES:

- Process a variety of human resources and payroll actions such as appointments, promotions, retirements, separations, terminations, within grade increases, and changes to benefit elections. Maintain automated personnel record system. Prepare and utilize spreadsheets to track personnel actions. Assist with the process workers compensation claim forms via ECOMP.
- Conduct assigned recruitment efforts, such as preparing vacancy announcements and ensuring positions are advertised according to the needs of the unit; review applications for completeness. Coordinate interviews, administer employment tests, and maintain recruiting and hiring statistics for the Fair Employment Practices Report. Create and maintain applicant log for each vacancy announcement.
- Administer background checks and investigations and issue credentials and identification cards.
- Assist in researching, developing, and recommending human resources related procedures or policies for the court.
- Assist with creating and classifying position descriptions.

- Maintain and monitor human resources records, including payroll and leave records. Track and enter time sensitive data, such as employees' promotions, performance evaluations, and step increases. Maintain and audit leave and timekeeping records.
- Ensure accuracy of personnel information in HRMIS leave tracking program.
- Assist with benefit program coordination, including maintaining and distributing benefits materials, processing forms, and addressing routine benefit questions and resolving benefits issues.
- Assist with training activities related to human resources matters within the court unit, such as maintaining training records, assisting with preparing materials and resources, and scheduling resources (e.g., meeting rooms, web-based resources, etc.)
- Perform reception duties by greeting visitors/callers in person and on the telephone, answering routine questions, and directing visitors/callers to the appropriate person or department.
- Receive and route all incoming mail/materials from within the court to appropriate individuals in the office. Order and oversee the maintenance of consumable supplies and prepare supply requests.
- Maintain confidentiality in all aspects of human resource and payroll related matters.
- Perform other related duties as assigned.

MINIMUM EXPERIENCE AND EDUCATION QUALIFICATIONS:

Applicants must be a high school graduate or equivalent with a minimum of one year of specialized experience.

Specialized Experience is progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, procedures, and practices of human resources administration and involved the routine use of automated human resources systems or other computer-based systems such as word processing, spreadsheets, or database applications.

PREFERRED QUALIFICATIONS:

A bachelor's degree from an accredited college or university in a field of academic study closely related to the position, such as Human Resources, Human Services, or Business Administration. Current human resources experience maintaining confidential information within the Judiciary is highly desired. We are looking for a trustworthy individual who takes confidentiality seriously. This position requires accuracy and attention to detail, as mistakes in this role can lead to errors in employee pay and/or benefits. The selected candidate must have the ability to handle multiple assignments and stay on task with frequent interruptions and rapidly shifting priorities. Professional demeanor, strong work ethic, and the ability to use good judgement. Exceptional interpersonal skills, excellent customer service skills, and the ability to communicate effectively and tactfully, both orally in writing, with a wide variety of people. Must be technologically savvy and proficient with Microsoft Office applications.

BENEFITS:

Employees of the Shared Administrative Services (SAS) Unit of the United States District Court are at-will employees and are not subject to regulations of the Civil Service Commission, and do not qualify for Merit System Board protections. However, under the Judicial System they are entitled to the same benefits as other federal government employees. Some of the [benefits](#) are:

- During the first three years of full-time employment, employees receive 13 days of paid vacation. Thereafter, between 20-26 days of paid vacation depending upon the length of federal service.
- Employees receive 13 days of paid sick leave (unlimited accumulation) and eleven (11) paid federal holidays a year.
- Subsidized medical coverage with pre-tax employee premiums and flexible benefits program for health care, dependent care and commuter/parking expenses.
- Eligibility for Group Life Insurance, Long Term Disability, and Long-term Care coverage.
- Mandatory participation in the Federal Employees Retirement System with employer matching contributions.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.

- When computing employee leave and retirement benefits, time in service with other federal agencies, as well as time for prior military service, is taken into consideration.

*****Eligibility for benefits varies with part-time and/or temporary appointments*****

ADDITIONAL INFORMATION:

The Office of the Clerk provides clerical support, record keeping, and administrative services to the U.S. District Court for the Eastern District of Louisiana. The Clerk's Office provides both short- and long- range opportunities for those interested in a service career with the United States Courts.

The U.S. Probation Office provides assistance in the administration of justice and promotes community safety, gathers information, supervises people under supervision, interacts with collateral agencies, prepares reports, conducts investigations, and presents recommendations to the court.

New Selectees are subject to background check or investigation and subsequent favorable suitability determination, and selectees to high-sensitive positions are subject to updated background investigations every five years.

HOW TO APPLY:

Applicants must be citizens of the United States or be authorized to work in the United States. (See [Citizenship Requirements](#)).

Qualified candidates should submit **one PDF document** that contains:

- A completed [AO 078 Federal Judicial Branch Application For Employment](#)
- A letter of interest (cover letter)
- A current/detailed resume

Please reference the vacancy announcement number in your letter of interest. Applications will not be considered complete until all items listed above have been received by Human Resources. No application material, with the exception of academic transcripts, will be accepted via U. S. Mail.

All application materials must be submitted ELECTRONICALLY, no exceptions, to: HRAdmin@laed.uscourts.gov

DISCLOSURES:

Due to the volume of applications received, only those interviewed will be notified of the selection outcome. The United States District Court reserves the right to modify the conditions of this vacancy announcement, and/or fill multiple positions from this vacancy announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior written notice. The United States District Court requires employees to adhere to a [Code of Conduct for Judicial Employees](#). The Court will not reimburse candidates for travel in connection with the interview or pay for any relocation expenses. We appreciate your interest in employment with our district.

The United States District Court for the Eastern District of Louisiana is an Equal Opportunity Employer.