

CAREER OPPORTUNITY



**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF OKLAHOMA**

Position Title: Human Resources Assistant (Part-time, 20 hrs/week)
Position Number: 15-15
Location: Oklahoma City
Close Date: November 4, 2015
Salary Range: CL-26 (\$21,322 to \$34,644) *Salary rates based on 20 hours per week
Starting salary commensurate with qualifications and work experience. Starting salary above step one requires prior federal work experience.

The Court Clerk's office is recruiting for a well-organized, detail oriented and versatile individual who likes the challenge of variety, possesses excellent writing and time management skills, and can manage time sensitive deadlines.

REPRESENTATIVE DUTIES: This is a part-time position, twenty hours per week. The Human Resources Assistant provides administrative support for human resources programs, personnel transactions, and training activities. Incumbent will work closely with human resources functions including training, employee relations, and employee benefits. In addition, incumbent may help draft manuals, handbooks, job aides, and other human resource and training materials.

MINIMUM QUALIFICATIONS: The successful applicant must be a high school graduate or equivalent and must have two years specialized experience. Specialized experience is progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Applicants must be a United States citizen or eligible to work in the United States.

COURT PREFERRED QUALIFICATIONS: Preference will be given to applicants with human resources work experience; a bachelor's degree, and extensive writing experience. A master's degree is highly preferable.

DESIRABLE CHARACTERISTICS: Successful candidates must be able to maintain a professional demeanor, work harmoniously with others, and be responsive, courteous, and polite. Successful candidates must be versatile, conscientious about detail and accuracy, and must be able to balance the demands of varying workload responsibilities and deadlines.

BENEFITS: Employees of the U.S. District Court are not classified under Civil Service, but are entitled to many of the same benefits as other federal government employees including participation in health and life insurance programs, periodic grade and step increases, and paid holidays.

ADDITIONAL 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 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 re-posting the position.

As a condition of employment, the selected candidate will be subject to an FBI fingerprint background check. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application material may be grounds for non-selection, withdrawal or an offer of employment, or dismissal after being employed. All employees are subject to mandatory electronic direct deposit of salary payment.

Selected candidate will be subject to a one-year probationary period. All court employees are at will and therefore the selected candidate may be removed from this position at any time if after reasonable on-the-job training the selected candidate fails to perform at a satisfactory level.

APPLICATION INSTRUCTIONS: A complete employment application must contain:

1. Cover letter explaining why you are a good candidate for this position;
2. Federal Employment Application (AO-78) available at www.okwd.uscourts.gov;
3. Two copies of resume.

Send complete application package to the address below by the closing date of November 4, 2015.

Vacancy No. 15-15
United States District Court
Western District of Oklahoma
200 NW 4th Street, Rm 1210
Oklahoma City, OK 73102

An Equal Opportunity Employer