

# Vacancy Announcement



**Timothy M. O'Brien**  
Clerk of Court

**Kansas City Division**  
500 State Ave. (259)  
Kansas City, KS 66101

**Topeka Division**  
444 S.E. Quincy St. (490)  
Topeka, KS 66683

**Wichita Division**  
401 N. Market St. (204)  
Wichita, KS 67202

## **UNITED STATES DISTRICT COURT** District of Kansas

**Position:** Human Resources Assistant  
**Number of Positions:** One  
**Classification Level:** CL 24  
**Salary Range:** \$36,877 - \$59,934  
**Location:** Kansas City  
**Opening Date:** June 19, 2018  
**Closing Date:** Open until filled, preference given to applications received by July 22, 2018  
**Vacancy Number:** A18-11

### **POSITION OVERVIEW:**

The United States District Court for the District of Kansas is recruiting for a Human Resources Assistant in the Kansas City office. The Human Resources Assistant is responsible for performing a variety of administrative and technical duties in support of the human resources programs, personnel transactions and training activities. The Human Resources department supports the District Court, the Office of Probation and Pretrial Services, and the Bankruptcy Court. Occasional travel to the divisional offices is required.

### **REPRESENTATIVE DUTIES:**

- Assist with processing a variety of human resources and payroll actions such as appointments, promotions, separations, terminations, and changes to benefits elections.
- Assist with recruitment efforts such as posting vacancy announcements, reviewing applications for completeness, coordinating interviews, administering employment tests, and maintaining employment statistics.
- Assist in administering background investigations, and issuing employee credentials and identification cards.
- Maintain and monitor human resources records, including payroll and leave records, using Human Resource Management Information System (HRMIS). Track and enter time sensitive data, such as employees' promotions, performance evaluations, and step increases.
- Assist with benefits program coordination including maintaining and distributing benefits materials, processing forms, addressing routine benefit questions, and resolving benefit issues.
- Assist with coordinating the intern and extern programs.
- Assist with coordination of training activities within the court such as new employee orientations and health fairs.

## **QUALIFICATION REQUIREMENTS:**

To qualify for the position of Human Resources Assistant, a candidate must have a minimum of two years of general administrative experience and one year of specialized experience that provides knowledge of the rules, regulations, procedures and practice of human resources administration, and involves the routine use of automated human resources systems.

The successful candidate will possess excellent organizational and computer skills, demonstrate a strong service-oriented work ethic, pay close attention to detail, and have excellent interpersonal skills. A high school diploma or equivalent is required, and a Bachelor's degree is preferred.

Education above the high school level may be substituted for required "general" experience on the basis that one academic year (30 credits) equals one year of general experience. Education may not be substituted for specialized experience.

## **TO APPLY:**

To apply for this position, please submit the following items:

- 1) a cover letter,
- 2) a chronological resume,
- 3) [Federal Judicial Branch Application for Employment and District of Kansas Supplemental Form](#), and
- 4) PDF of the completed package.

Complete applications should be submitted by email to: [ksd\\_recruitment@ksd.uscourts.gov](mailto:ksd_recruitment@ksd.uscourts.gov)

The Application for Employment form is available on the court's web site under the [Forms/Employment](#) tabs. Please note that there are separate forms for PC and Mac users.

## **INFORMATION FOR APPLICANTS:**

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. This position is subject to mandatory participation in electronic payment of net pay (i.e. Direct Deposit) and ongoing favorable background checks. The U.S. Courts require employees to adhere to a [Code of Ethics and Conduct](#). Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses will not be paid. Applicants must be United States citizens or eligible to work for the United States Government.

\*\*\* THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER \*\*\*