

**Human Resources and Special Programs Coordinator**

Vacancy Announcement #KC26-7

Position Title:	Human Resources and Special Programs Coordinator
Position Type:	Full-Time, Permanent
Location:	Kansas City, Kansas
Open Date:	February 18, 2026
Closing Date:	Open until filled
Starting Salary Range:	CPS CL 25/1 to CL 25/25: \$50,166 to \$62,108, with salary potential for well qualified candidates or current federal employees up to \$81,574 based on CPS Guidelines
Promotion Potential:	CPS CL 26: salary potential up to \$89,808 without further competition.

POSITION OVERVIEW

The U.S. District Court for the District of Kansas is seeking a Human Resources and Special Programs Coordinator. The Coordinator, a member of the HR team, provides HR support, including recruitment, payroll processing, and benefits counseling, to legal, administrative, and law enforcement employees. Additionally, the Coordinator manages special projects for the court, judges, and its executive leadership team, including meeting and event planning, report generation, and organizing communication and logistics for court ceremonies. This position is integral to the court's outreach initiatives, which may include social media management, the internship program, and hosting community visitors or groups. In many regards, this position serves as the face of the U.S. District Court.

REPRESENTATIVE DUTIES:

- Process and track a variety of human resources and payroll actions. Maintain automated personnel records system and personnel files.
- Conduct assigned recruitment efforts, such as managing vacancy postings, screening applications, correspond with candidates, schedule interviews, conduct employment assessments.
- Conduct onboarding activities such as orientation and policy review.
- Administer background checks of employees and interns and manage their physical and computer access.
- Create and maintain employee recognition records.
- Assist with training activities related to human resource matters.
- Maintain and monitor leave records, in consultation with supervisors across multiple court units.
- Plan and obtain accreditation for continuing legal education events.
- Coordinate conferences, meetings, and court and judicial ceremonies, to include site planning, logistics, communication, security, refreshments, etc.
- Disseminate communications to internal stakeholders and the public.
- Assist with updating and maintaining public and internal websites.

QUALIFICATIONS:***Mandatory***

- A High School Diploma or equivalent.
- Three years of general office-based experience, which may be substituted with post-secondary education.
- At least one year of experience in a role performing functions similar to those required of this position.
- Accuracy and attention to detail.
- Ability to collaborate effectively.
- Excellent oral and written communication skills.

Preferred

- A bachelor's degree in business, human resources, or a related field.
- Work experience in an organization handling confidential information, assisting executive-level staff, planning complex events, or creating people-focused communications.
- Experience in a government environment, particularly in HR or administration.
- Human Resources experience.

BENEFITS

1. 13 days paid vacation for each of the first three years
2. 20 days paid vacation annually after three years
3. 26 days paid vacation annually after 15 years
4. 13 days paid sick leave per year
5. 11 paid holidays per year
6. Up to 12 weeks Paid Parental Leave for eligible employees
7. Choice of healthcare coverage, including dental & vision coverage
8. Life insurance options
9. Participation in the Federal Employees Retirement System (government pension)
10. Participation in the Thrift Savings Plan (tax-deferred retirement savings plan)
11. Participation in the Flexible Benefits Program
12. Employee Recognition Program
13. Employee Assistance Program
14. Access to National Judiciary Training programs
15. Student Loan Forgiveness through [PLSF](#)
16. Free parking
17. Free onsite fitness center

APPLICATION PROCEDURE:

To apply for this position, submit the following items combined into a single, pdf document:

- 1) cover letter
- 2) a resume

[3\) AO 78 Federal Judicial Branch Application for Employment and District of Kansas Supplemental Form*](#)

- Complete applications should be submitted by email to: HR@ksd.uscourts.gov.
- Current District of Kansas employees may omit #3.
- The subject line of the e-mail must include both the position title (HR and Special Programs Coordinator) and the position number (KC26-7).
- You SHOULD respond to questions 19, 20, and 21 of the AO 78 application form, in accordance with the Fair Chance to Compete with Jobs Act of 2019.

The U.S. District Court may modify or withdraw this job announcement without prior notice. One or more positions may be filled from this vacancy announcement. This position is in the excepted service, not the competitive civil service. This position is subject to mandatory participation in electronic payment of net pay (i.e. Direct Deposit) and a favorable background check, which may be subject to periodic updates. The U.S. District Court requires 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 are not available. Applicants must be United States citizens or [eligible to work for the United States Government](#).

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