



**United States District Court
District of Minnesota**

CAREER OPPORTUNITY
Vacancy Announcement #2015-19

Position:	Human Resources Generalist Regular full-time position
Number of Vacancies:	One
Location:	Minneapolis, MN
Posting Date:	July 17, 2015
Classification:	CL 26
Salary:	\$45,185 – \$73,417 Depending on Qualifications
Closing Date:	Open until filled. Preference will be given to resumes received by Friday, July 31, 2015 at 5:00 p.m.

Overview of the District of Minnesota

The U.S. District Court, District of Minnesota, serves the 87 Minnesota counties. The District has five staffed divisional offices located in Minneapolis, St. Paul, Duluth, Bemidji, and Fergus Falls. This position supports 7 district judges, 4 senior district judges, 8 magistrate judges, 1 part-time magistrate judge, Clerk's Office staff, and Probation and Pretrial Service Office staff.

Introduction

This position is located in the Clerk's Office in the Minneapolis Courthouse of the U.S. District Court for the District of Minnesota. The incumbent provides a full range of human resource management and administrative services to the court unit. The

incumbent is responsible for interpreting and administering personnel policies and procedures. The human resources generalist reports to the human resources manager.

Representative Duties

Assists human resources manager in the staffing process including: drafting and placing vacancy announcements internally and in relevant publications, screening applications, and conducting interviews.

Assists in the new employee process, including: drafting offer letter, preparing appointment paperwork, obtaining background check release, preparing and sending new employee information, creating court ID, drafting employee bio, and conducting new employee orientation.

Responsible for processing personnel and payroll actions such as appointments, promotions, separations, terminations, and within-grade increases.

Manages human resources process for separating employees including: preparing separation paperwork, obtaining resignation letter as applicable, and conducting exit meeting with employee to review benefits.

Provides advice and assistance to employees and managers in federal benefits areas, including health and life insurance, flexible benefits, leave, and retirement.

Manages the performance appraisal process including: managing the online performance appraisal system, providing performance appraisal schedules to managers annually and updating as needed, sending notices to employee and manager regarding upcoming appraisal, and assisting managers with the online appraisal process.

Serves as expert on leave and as an administrator of the electronic HR management software, to include the leave management system.

Takes fingerprints of employees, volunteers and contractors as required by Judicial Conference policy, and prepares and submits related paperwork.

Responsible for maintaining personnel records, including payroll and leave records.

Job Qualifications

Minimum Requirements

One year of general experience in clerical and office work. In addition, at least one year of specialized experience in progressively responsible clerical and office work that provided knowledge of rules, regulations, procedures and practices in human resources administration and involved the routine use of automated human resources systems or other computer based systems such as word processing, spreadsheets or other database applications.

Ability to effectively communicate both orally and in writing to groups and individuals at all levels. Knowledge and skill in the use of automated programs and equipment such

as word processing, spreadsheet, and presentation as well as HRIS systems. Confidentiality and discretion are mandatory. High school graduation or equivalent.

Preferred Qualifications

At least two years of general experience in clerical and office work. In addition, at least two years of specialized experience in human resources administration involving the use of computer based systems.

Exceptionally well-organized, superior analytical skills and strong interpersonal skills. Detail oriented. Ability to meet deadlines and manage multiple projects. Excellent communication and customer service skills. Associate's or Bachelor's degree in human resources or related field.

Benefits

Employees of the U.S. District Court are not classified under Civil Service, but are entitled to similar benefits. These benefits include participation in the retirement system, health and life insurance programs, federal holidays, leave accrual, and periodic salary increases.

Application Process

Qualified candidates should email **cover letter and resume** to:

hr-usdc@mnd.uscourts.gov

Please enter "Application for HR Generalist Position" in the email Subject line.

All documents should be combined and emailed as one PDF attachment.

The United States District Court requires employees to adhere to a Code of Conduct Policy. Use of Electronic Fund Transfer (EFT) for payroll deposit is required.

All application materials received will be reviewed to identify the best qualified candidates. **Only applicants selected to proceed to the next phase of the selection process will be notified.**

The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice. If a subsequent vacancy of the same position becomes available within a reasonable time from the original announcement, the Clerk of Court may select a candidate from the qualified applicants.

All final candidates are subject to a background investigation, including criminal history. Applicants must be U.S. citizens or a permanent resident seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so.

The Court is an Equal Opportunity Employer