

**United States District Court
District of Minnesota
Career Opportunity: Human Resources Generalist**



OVERVIEW OF THE DISTRICT OF MINNESOTA

The U.S. District Court, District of Minnesota serves all 87 Minnesota counties. The District has four staffed divisional offices located in Minneapolis, Saint Paul, Duluth, and Fergus Falls. The U.S. District Court, District of Minnesota is composed of seven authorized district judges, six senior district judges, eight magistrate judges, one part-time magistrate judge, Clerk's Office staff, and Probation and Pretrial Services Office staff.

INTRODUCTION

The U.S. District Court Clerk's Office for the District of Minnesota is seeking a Human Resources Generalist. The Human Resources Generalist will provide a full range of human resources management and administrative services, to include interpreting, administering, and ensuring compliance with policies, procedures, and guidelines. The work of the Human Resources Generalist is performed in support of the U.S. District Court Clerk's Office, Chambers, and U.S. Probation and Pretrial Services Office.

REPRESENTATIVE DUTIES

- Provide benefits guidance to staff, to include health and life insurance, retirement, and workers' compensation. Maintain and distribute benefits materials.
- Conduct job analyses. Develop and update position descriptions. Administer the performance management system.
- Lead recruitment efforts. Prepare and distribute vacancy announcements, determine applicant qualifications, coordinate interview process, participate in interviews, and conduct reference checks. Draft offer letters, prepare new employee documents, and conduct new employee orientations.
- Deliver and coordinate benefits, leave, compensation, Code of Conduct, employee self-service, and other trainings.
- Administer the leave tracking system. Provide leave request guidance and assistance to staff. Perform audits and correct leave discrepancies.
- Assist with outreach efforts to include the Clerk's Office internship program, job fairs, and promoting the court as an employer of choice.
- Maintain the employee handbook, human resources policies and procedures, and the intranet site.
- Complete fingerprinting and create Facility Access Cards (FAC). Submit and track fingerprint results, and contact individuals for the reissuance of FAC.
- Prepare separation documents and conduct separation meetings.
- Maintain records to include employment, benefit, payroll, and leave records. Utilize Human Resources Management Information System (HRMIS), Judicial Enterprise Network Internet Exchange (JENIE), internal tracking, and database systems to track and maintain employee information.

Position Details

Title and Type: Position Title,
Full-time

Vacancies: One

Location: [Minneapolis](#), Minnesota,

Posting Date: Friday, November 30,
2018

Classification: CL 26

Salary Range: \$47,652 - \$77,483

Closing Date: Open until filled.
Preference will be given to resumes received by Friday, December 14, 2018, at 5:00 p.m. Central Time.

Area of Consideration: Open to all sources.

Vacancy Announcement #: 2018-30

To apply, qualified applications should follow the instructions below:

- Attach one PDF document, containing
 - A cover letter;
 - Resume; and
 - Names and contact information for three (3) professional references.
- Add the "Human Resources Generalist" in the email subject line.
- Email the PDF document to hr-usdc@mnd.uscourts.gov.

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POSITION REQUIREMENTS AND QUALIFICATIONS

- At least one year of general experience in clerical and office work is required. In addition, 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. Additional specialized experience in human resources administration preferred.
- 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, presentation, and HRIS systems.
- Ability to work with confidential and sensitive information.
- High school diploma or equivalent required. Bachelor's degree in human resources or related field preferred.

ENVIRONMENTAL DEMANDS

- Work is performed in an office setting.
- Some travel may be required.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or permanent residents seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Judiciary employees serve under excepted appointments and are considered "at-will" and may be terminated with or without cause or notice by the court.

The United States District Court requires employees to adhere to a [Code of Conduct Policy](#). This position is also subject to mandatory Electronic Fund Transfer (EFT) for payroll deposit.

The final candidate is subject to FBI Fingerprinting and a background investigation, including criminal history. Employment is provisional and contingent upon a successful background check.

BENEFITS

- The opportunity to serve in a rewarding public service position.
- Accrual of paid vacation and sick leave.
- Paid federal holidays.
- Extensive health, life, dental, vision, and long-term care insurance plans.
- A defined benefit pension plan.
- On-site fitness centers.
- Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plans through the Thrift Savings Plan (TSP) with employer matching contributions.
- Pre-tax transportation, medical, and childcare reimbursement accounts.
- Telework, alternative work schedules, and other workplace flexibilities with supervisor approval.
- Transit Subsidy Program.

Employees of the U.S. District Court are not classified under Civil Service.

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APPLICATION INFORMATION

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.**

Submission of application materials using a link to a cloud-based system will not be reviewed. **All application materials must be attached to the email as directed.**

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, and to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without prior written notice.

An Equal Opportunity Employer