

**UNITED STATES COURT OF APPEALS
FOR THE SECOND CIRCUIT**

VACANCY ANNOUNCEMENT

Position Title: Human Resources Specialist
Location: Office of Court Operations, New York, New York
Classification Level: CL 27/1 – CL 28/61
Salary Range: (\$52,278 - \$101,901)
Closing Date: Open Until Filled

The United States Court of Appeals for the Second Circuit is accepting applications for the position of **Human Resources Specialist**.

About the Human Resources Department: The Human Resources Department has primary responsibility for advising the entire Court—administrative units and chambers—on all personnel matters. The Department is located within the Office of Court Operations and is headed by a Director, who reports to the Chief Operating Officer. The Department currently has three employees who serve the Court’s approximately 300 employees.

Position Overview: The Specialist will provide HR advice to judges, senior court executives, and court employees on a wide range of personnel matters, including compensation, benefits, recruiting, hiring, performance management, employee relations, and training. The Specialist will work with judges and senior court executives to set local personnel policies and procedures. The Specialist’s duties will include: preparing and maintaining personnel records; drafting annual reports on the Court’s workforce; overseeing the Court’s training program; tracking various employee data; monitoring the Court’s payroll and personnel budget; and processing personnel actions. The Specialist will be expected to perform other duties as assigned by the HR Director or the Chief Operating Officer. The HR Specialist will routinely liaise with employees of the Administrative Office of the United States Courts on personnel matters.

Qualifications: The ideal applicant will be highly motivated and familiar with modern human resources policies and procedures, employment law trends, and emerging issues. The applicant should be exceptionally well-organized, innovative, and capable of applying information technology toward managing human resources data. The applicant must also possess excellent academic credentials, superior analytical, research and writing skills, outstanding written and oral communication abilities, and strong interpersonal skills. A bachelor’s degree is required, and an advanced degree is preferred.

To qualify for grades CL 27 or 28, or for advanced within-grade step placement, at least two years of specialized experience is required. Specialized experience is defined as experience in at least one but preferably two or more functional areas of human resources management

and administration (classification, staffing, training, employee relations, etc.) that provided knowledge of the rules, regulations, terminology, etc., of the area of human resources administration. For grade qualification purposes, certain educational achievements may serve as a substitute for specialized experience.

Application Procedure: Please send via e-mail (resumes@ca2.uscourts.gov) a resume and cover letter addressed as follows:

Ms. Evelyn Ortiz
Director of Human Resources
Thurgood Marshall U.S. Courthouse
40 Foley Square, Room 1400
New York, NY 10007
Reference No.: FY 15-04

All applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. The applicant selected for this position is subject to a background check. Employees are required to use electronic funds transfer for payroll deposit. The federal judiciary is an equal opportunity employer.