

UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



VACANCY ANNOUNCEMENT

April 28, 2022

Reference No.: FY 22-10

Position Title: Human Resources Associate
Location: Office of the Circuit Executive, New York, NY
Salary Range: CL-25 (\$50,870 - \$82,717)
Dependent upon experience, education, and qualifications
Closing Date: Open Until Filled

The United States Court of Appeals for the Second Circuit invites applications for the position of **Human Resources Associate**.

ABOUT THE HUMAN RESOURCES DEPARTMENT: The Second Circuit 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 Circuit Executive's Office and is headed by a Director, who reports to the Circuit Executive. The Department currently has three employees who serve the Court's approximately 300 employees.

POSITION OVERVIEW: The HR Associate provides 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 HR Associate works with judges and senior court executives to set local personnel policies and procedures. The HR Associate's duties include: preparing and maintaining personnel records; drafting annual reports on the Court's workforce; assisting with the Court's training program; tracking various employee data; monitoring the Court's payroll and personnel budget; and processing personnel actions. The HR Associate performs other duties as assigned by the HR Director. The HR Associate routinely liaises with employees of the Administrative Office of the United States Courts on personnel matters.

REQUIRED QUALIFICATIONS: The ideal applicant is highly motivated with a keen interest in human resources policies and procedures, employment law trends, and emerging workplace relations 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 preferred.

BENEFITS: 13 days of vacation for the first three years, which increases with tenure. 13 days of sick leave and 11 holidays. Choice of employer-subsidized federal health and life insurance plans, with optional dental, vision, and long-term care coverage. Flexible spending account program. Federal Employees Retirement System and employer-matching Thrift Savings Plan (similar to a 401K). Public transportation subsidy (budget dependent).

CONDITIONS OF EMPLOYMENT: Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are “at will” and may be terminated with or without cause. Employees are hired provisionally, pending the results of a background investigation. Direct deposit of pay required. All employees must be fully vaccinated against COVID-19, absent an approved medical or religious exemption, and submit proof of full vaccination prior to start. “Fully vaccinated” means that two weeks have passed after the second dose of a two-dose vaccine (Pfizer and Moderna) or that two weeks have passed after the one-dose vaccine (Johnson and Johnson).

TO APPLY: Please submit a cover letter and resume as a single PDF attachment by email to resumes@ca2.uscourts.gov, subject line: HR Associate, Reference No. FY 22-10. **When saving your documents as one PDF, it is important to name the file using only your firstname_lastname.** Incomplete applications will not be considered. Only candidates selected for an interview will be notified. No phone calls, please.

THE UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT IS AN EQUAL OPPORTUNITY EMPLOYER.