



United States District Court, Northern District of Indiana
204 S. Main Street
South Bend, IN 46601
www.innd.uscourts.gov

Vacancy Announcement Number: 2023-05

VACANCY NOTICE	
Position Title: Administrative Assistant/Human Resources Technician	Opening Date: September 15, 2023 Closing Date: October 16, 2023
Appointment Type: Full-Time, Regular, Excepted Service	
Duty Station: South Bend, Indiana	
Salary: CL 24 (\$41,368 - \$67,231) * <i>* Salary range exhibits full earning potential of position using current Pay Table. Starting salary is commensurate with work experience, education, qualifications, and policy. Candidates typically start in the <u>low to mid</u> salary range. Based on eligibility, needs of the office, and funding, this position is promotion eligible up to CL 25 without further competition.</i>	

Introduction:

The Clerk's Office of the United States District Court for the Northern District of Indiana is accepting applications for a full-time Administrative Assistant/Human Resources Technician in the South Bend Division. The Northern District Court consists of 102 employees, including 14 judicial officers. The district has three divisions: Hammond, South Bend and Fort Wayne. The Hammond division has offices in Hammond and Lafayette. The Indiana Northern District Court covers 32 counties in the northern half of the State of Indiana. This position is located in the Human Resources Department of the Clerk's Office. The incumbent will provide a wide range of administrative, technical, human resources, and secretarial assistance to the Director of Human Resources and the Court Unit Executives. This position reports to the Director of Human Resources.

Representative Duties and Responsibilities:

- Support recruitment efforts, such as preparing and distributing announcements, coordinating interviews, and conducting reference checks. Review employment applications for completeness and for a determination of whether it meets the minimum qualification requirements.
- Assist with the processing and monitoring of a variety of human resources, payroll, leave and timekeeping actions using an electronic management information system in accordance with judicial policies and within established deadlines.

- Assist in the onboarding process for new hires and the offboarding process for separating employees.
- Maintain and track the volunteer extern process.
- Track and enter time sensitive data, such as promotion dates, performance evaluations, and step increases. Maintain and update spreadsheets.
- Gather data for required reports.
- Assist with new employee orientation.
- Assist with benefits program coordination including maintaining and distributing benefits materials, processing forms, addressing and resolving routine benefits questions and issues.
- Communicate to employees the human resources policy, providing guidance and interpretation of standard operating procedures.
- Assist in maintaining and updating human resources website pages by contributing content and design assistance.
- Assist with coordination of employee and court events.
- Assist with training activities.
- Assist with financial duties, including the review and approval of payables via an automated accounting system, verification of restitution payments, and review and approval of travel vouchers in an electronic travel system.
- Assist with maintaining personnel folders and office correspondence and materials via an electronic record keeping system.
- Prepare, proofread, and edit materials prepared for or by the Director of Human Resources and the Court Unit Executives for accuracy, proper grammar, and spelling. Perform additional secretarial functions as needed, including filing, scanning, mailing, and emailing.
- Maintain office supplies and submit purchase order requests in an electronic system.
- Travel to other divisional offices, as needed.
- Perform other duties, as assigned.

Qualifications, Skills, and Requirements:

Minimum Qualifications:

Candidates must have a high school diploma or equivalent, two years of general experience, and at least one year of specialized experience. General experience is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Specialized experience is progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to perform the position's duties successfully and involves the routine use of automated human resources systems or other similar software and computer-based systems such as word processing, spreadsheets, and database applications for report generation. Such specialized experience is commonly found in professional offices, law firms, educational institutions, social service organizations, corporate headquarters, or human resources/payroll operations.

At the discretion of the Court, education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience. Education may not be substituted for specialized experience.

Candidates must also demonstrate:

- A consistent past employment record.
- Excellent interpersonal skills.
- The ability to communicate effectively, orally and in writing.
- The ability to successfully multi-task, prioritize, and demonstrate a high level of attention to detail.
- Outstanding organizational skills with the capability to routinely manage a variety of tasks in a timely manner.
- The ability to act with diplomacy, maintain confidentiality, and consistently demonstrate sound ethics and good judgment.
- Excellent customer service and a commitment to public service.
- A professional demeanor and appearance appropriate for a court environment.

Preferred Qualifications:

Two or more years of specialized experience. Prior experience in the human resources field is highly desired.

Conditions of Employment:

Judiciary employees are required to adhere to the [Code of Conduct for Judicial Employees](#). This position is classified as a high-sensitive position. The selectee for this position is subject to a background investigation that will include a criminal record check and must end with a satisfactory adjudication by the employing office to be eligible for employment. However, candidates will not be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing the AO-78 are not required to complete questions 18-20 regarding criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after an individual's date of hire. Applicants must be United States citizens or eligible to work in the United States. Judicial Branch employees of the United States District Court are excepted service appointments, are not under the Civil Service System, are not subject to the employment regulations of competitive service and are "at-will" employees who can be terminated with or without cause by the Court. The successful candidate for this position will be required to comply with any court policy in place regarding vaccination and exemptions. This position is subject to mandatory electronic fund transfer participation for payment of net pay.

Benefits:

The Federal Judiciary offers a comprehensive and diverse benefits package that includes paid federal holidays, annual and sick leave accrual, and retirement benefits under the Federal Employees Retirement System (FERS), which includes the Thrift Savings Plan, a 401k style retirement savings program with capped employer matching and automatic contributions. Benefits also include optional participation in an employer subsidized Federal Employees Health Benefits (FEHB) Program and Federal Employees Group Life Insurance (FGLI) Program. Additional supplemental benefits include the Federal Employees Dental and Vision Insurance Program (FEDVIP), a Commuter Benefit Program; private long-term disability plan; and a Flexible Benefits Program. A Public Service Loan Forgiveness Program is available to certain eligible full-time employees with qualifying student loans. Time-in-service credit is available to employees of other federal agencies, as well as for those with prior military service, for determining leave accrual and

retirement benefits. See the website of the United States Courts for an overview of [Federal Judiciary benefits](#).

Application Process:

Qualified applicants are invited to submit a cover letter, Résumé and Application for Judicial Branch Employment [Form AO-78 \(Federal Judicial Branch Application for Employment \(uscourts.gov\)\)](#). Candidates completing the AO-78 for this position are not required to complete at the time of application questions 18-20 regarding criminal history. However, if offered the position, the selectee will be required to provide that information. Submit **all** material in a **single pdf** via email to humanresources@innd.uscourts.gov, referencing the Vacancy Announcement Number in the subject line. **To be considered, all application packets must be received by 5:00 p.m. ET on October 16, 2023. Incomplete packets and those submitted after the deadline will not be considered.** Verification of employment, education, and reference checks will be made prior to any offer of employment.

Applicants scheduled to interview should advise Human Resources if any accommodation will be necessary. Participation in the interview process will be at the applicant's own expense. The Court will not pay for relocation expenses. *Only those applicants selected for an interview will be contacted.*

The District Court of Northern Indiana reserves the right to fill the position earlier than the closing date, modify the conditions of this job announcement, and/or to withdraw it. If desired by the Court, more than one position may be filled from this announcement. Additionally, the Court reserves the right to reopen the posting to solicit applications from additional applicants should the Court deem this necessary. If a subsequent vacancy in a similar classification becomes available within a reasonable time of this announcement, the Court may elect to select a candidate from the original qualified applicant pool without further advertisement and competition. Any such actions may occur without prior written or other notice.

Indiana Northern District Court is an Equal Opportunity Employer.