



**UNITED STATES PROBATION OFFICE  
WESTERN DISTRICT OF OKLAHOMA**

**CAREER OPPORTUNITY  
VACANCY ANNOUNCEMENT # 15-12**

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Position Title:	Human Resources Assistant
Type of Appointment:	Full-Time/Permanent
Location:	Oklahoma City, OK
Opening Date:	December 16, 2015
Closing Date:	Open until filled ( <i>Applications received by January 29, 2016 will be given priority consideration.</i> )
Classification Level:	CL 26 (salary range \$42,644 - \$69,289) <i>salary placement depending on qualifications, experience and court funds</i> Promotion Potential to Human Resources Specialist-CL 27 without further competition

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**POSITION SUMMARY:**

The U. S. Probation Office for the Western District of Oklahoma is seeking a motivated, highly organized, detail oriented, self-starter with customer focused skills. Under the guidance of the Personnel Specialist, the incumbent for this position will be cross-trained in all aspects of human resources and will be responsible for performing and coordinating administrative, technical and professional work covering the human resources areas of recruitment, staffing, classification, general benefits and leave, background checks and investigations and court identification security. Travel to satellite office in Lawton, Oklahoma, may be required.

**REPRESENTATIVE DUTIES:**

Refer, adhere to and interpret the Guide to Judiciary Policy, the Human Resources Manual, internal controls, and district policies and procedures when handling management and staff inquiries.

Assist in processing a variety of human resources actions such as appointments, promotions, separations, terminations, step increases, etc. Maintain and monitor human resource records, including payroll and leave records. Gather and organize data for required reports such as fair employment practices, telework, staffing and volunteer data, etc.

Effective utilization and administration of human resources automated systems including HRMIS (Human Resources Management Information System), ePerformance, eOPF (Electronic Official Personnel Folder) and FAC (Facility Access Card). Using the HRMIS system, maintain accurate data to track employee qualification for pay increases consistent with judiciary pay standards and share this information with management. In administering the ePerformance system, work with managers to ensure proper and timely completion and submission of annual employee appraisals.

Assist in developing and maintaining all recruitment related records, including position announcements, interview information, applicant demographics and recruitment files. Review and rank applications, conduct telephone reference checks, coordinate and assist with interview panels. Assist in employment verifications.

Administer background checks and investigations. Process Facility Access Cards (FAC) for the issuance of credentials and identifications cards ensuring compliance with FAC guidelines and district procedures. Maintain FAC related documents.

Assist with benefit program coordination, including maintaining and distributing benefits materials.

Assist in conducting new hire orientations for newly appointed employees.

Serve as Travel Coordinator in coordinating out of town travel arrangements and in the preparation of travel vouchers for all staff members.

Perform other duties and projects as assigned.

### **QUALIFICATIONS:**

To qualify for this position, the incumbent must have a Bachelor's degree from an accredited college or university in an accepted field of study and two (2) years of specialized experience. Specialized experience is progressively responsible experience in at least one but preferably two or more functional areas of human resources administration (classification, staffing, employee relations, recruitment, leave, etc.) that provided knowledge of the rules, regulations, terminology, etc., in the area of human resources.

The successful candidate should demonstrate excellent organizational, analytical and interpersonal skills. This position also requires strong motivation, initiative, attention to detail, a friendly and customer focused attitude and the ability to handle multiple priorities and tasks simultaneously. The Human Resources Assistant/Specialist will be communicating routinely with management and staff, therefore the candidate should demonstrate the ability to communicate professionally and with tact both orally and in writing. The incumbent must be able to handle confidential matters professionally. Proficient in WORD, Excel spreadsheets and lotus notes email.

Applicants must be a U.S. citizen or eligible to work in the United States.

### **BENEFITS:**

Federal benefits include paid vacation and sick leave, health, life, dental, vision and long term care insurance plans; paid holidays and flexible benefits program for health care and child care reimbursement.

### **CONDITIONS OF EMPLOYMENT:**

A background investigation including fingerprint and criminal record check will be conducted. Any applicant selected for a position will be hired provisionally pending favorable suitability determination of the background investigation.

### **INFORMATION FOR APPLICANTS:**

The Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. Due to the volume of applications received, only applicants who are selected to be interviewed will receive a written response regarding their application status. If a subsequent vacancy of the same position becomes available within a reasonable

time of the original announcement, the Chief may elect to select a candidate from the original qualified applicant pool. The U. S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses.

Employees of the U. S. Probation Office are required to adhere to the *Code of Conduct for Judicial Employees*. Judiciary employees serve under excepted appointments and are considered “at will” and can be terminated with or without cause by the court. All information provided by applicants is subject to verification and false statements or omissions of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment. Incumbent will be subject to a six-month probationary period.

#### **HOW TO APPLY:**

Qualified persons must submit a letter of interest outlining qualifications and skills, a resume, official college transcript and an AO-78, Application for Judicial Branch Federal Employment. (The AO78 application form can be found at: [www.OKWP.uscourts.gov](http://www.OKWP.uscourts.gov) )

Application materials may be mailed or hand-delivered to:

U. S. Probation Office  
Attn: Beth Cospers  
Human Resources – Vacancy #15-12  
215 Dean A. McGee, Rm. 201  
Oklahoma City, OK 73102