



**U.S. DISTRICT COURT - DISTRICT OF ARIZONA**  
invites applications for the position of:

# Human Resources Technician

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**SALARY:** \$34,356.00 - \$55,864.00 Annually

**OPENING DATE:** 03/30/12

**CLOSING DATE:** 04/20/12 11:59 PM

**INTRODUCTION:**

**Join the U.S. District Court's team of energetic, career minded professionals! The Office of the Clerk offers an opportunity for self-motivated individuals with excellent interpersonal skills and strong work ethic to launch or continue a career in public service. Our fast paced, prestigious environment consists of challenging and rewarding work, training opportunities, and the potential for advancement for bright people with lots of initiative.**

If you applied for the human resources technician vacancy announcement # 12/03 and would like to be considered for this vacancy announcement, you must reapply through the online application process through the court's website.

The U.S. District Court for the District of Arizona has consolidated administrative services with the Human Resources Division providing personnel support for the judges and their staff, the Office of the Clerk of Court, U.S. Probation, and U.S. Pretrial Services. A staff consisting of a division manager, five human resources specialists and assistants, and a training program manager supports approximately 600 employees district-wide.

**OCCUPATIONAL INFORMATION:**

The incumbent assists with recruitment efforts for the court, such as preparing and distributing announcements, coordinating interviews, and conducting reference checks. Assists in administering background and investigation checks, employment tests, and issuing credentials and identification cards. Assists with processing a variety of human resources and payroll actions such as appointments, promotions, separations, and changes to benefits elections. Maintains and monitors human resources records utilizing an online time and attendance and Human Resources Management Information System (HRMIS). Assists with benefits program coordination including maintaining and distributing benefits materials and forms and addressing routine benefits questions. Provides extensive customer service in-person and by telephone for internal and external customers; and processes mail.

**QUALIFICATIONS:**

**MINIMUM QUALIFICATIONS**

The successful applicant must be a high school graduate or equivalent and have one year of specialized experience equivalent to work at the next lower level and two years of generalized experience. For placement at salary levels above minimum up to and including the first step of the full performance range of our compensation plan, a person must have at least two years specialized experience equivalent to work at the next lower level.

Generalized Experience is progressively responsible clerical, office, or other work that indicates the possession of or the ability to acquire the particular knowledge and skills necessary to do the job.

Specialized experience is progressively responsible administrative and clerical experience in the area of human resources and/or personnel management that provided knowledge of the rules, regulations, procedures and practices of human resources administration; and involved the routine use of automated human resources systems and other computer based systems such as word processing, spreadsheets, database applications, and online application software.

### **PREFERRED QUALIFICATIONS**

Preference will be given to applicants who have all or some of the following preferred qualifications:

- a bachelor's degree;
- knowledge of personnel practices and procedures;
- experience in recruitment and benefits processing;
- strong office automation skills, including human resources information systems.

### **SELECTION PROCESS:**

Applicants will be screened for these qualifications and those who successfully perform these skills may be invited for a personal interview. A writing sample will be requested at the time of interview.

Judiciary employees serve under excepted appointments and are considered at will employees. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. The initial appointment to this position is provisional pending the successful completion of the required background checks or investigations. The United States District Court is a drug-free work place and the applicant selected will also be required to participate in a drug screening test prior to employment.

The Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the District Court Executive may elect to select a candidate from the original qualified applicant pool.

### **HOW TO APPLY**

Go to our web site at <http://agency.governmentjobs.com/azduscourts/default.cfm> to submit an on-line application, attach a cover letter, resume, and copy of your last performance evaluation or letter of recommendation, and answer the supplemental questions. Attachments should be submitted as WordPerfect, Word or Adobe Acrobat .pdf documents. Other formats are not acceptable.

Applications will be considered complete when the on-line application and all required attachments in the proper format are received in the Human Resources Division. Applications received after the closing date may not be considered.

If you have questions about this application process, please call the Human Resources Division at (520) 205-4215.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.azd.uscourts.gov>

Position #12-29  
HUMAN RESOURCES TECHNICIAN  
NC

OUR OFFICE IS LOCATED AT:  
Sandra Day O'Connor U.S. Courthouse, Ste. 150  
401 W. Washington St.  
Phoenix, AZ 85003

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**Human Resources Technician Supplemental Questionnaire**

- \* 1. I understand that my application will not be reviewed until all required additional documents have been attached.
  - Yes
  - No
- \* 2. I understand that a cover letter is required to be considered for this position. I have attached or included my cover letter within the application.
  - Yes
  - No
- \* 3. I understand that my resume is required to be considered for this position. I have attached or included a full copy of my resume within the application.
  - Yes
  - No
- \* 4. I understand that my most recent performance evaluation or a letter of recommendation is required to be considered for this position. I have attached or included my most recent performance evaluation or letter of recommendation within the application.
  - Yes
  - No
- \* Required Question