

The United States Bankruptcy Court
Northern District of Indiana – South Bend Division
Notice of Vacancy

Position:	Human Resources/Administrative Assistant
Announcement No:	2023-02
Location:	South Bend, IN
Salary Range:	CPS 26 (\$50,316 - \$81,771) based on experience
Opening Date:	01-27-2023
Closing Date:	02-17-2023

Position Overview

The Human Resources/Administrative Assistant provides administrative support services for the Clerk of Court and Chief Deputy Clerk and technical and administrative support for human resources programs and personnel transactions, in accordance with approved procedures and policies. The incumbent ensures the efficient management of events, meetings, correspondence, reports, and resources as well as analyzes problems and develops solutions, standardizes office procedures and guidance to other unit support staff to ensure administrative consistency. This position provides human resources support across four divisional offices which serve judges and judicial staff, court management, and clerk's office employees. This position reports to the Clerk of Court or designee.

Representative Duties

- Maintain calendar and schedules for the unit executive and chief deputy. Schedule and confirm executive meetings based on executives' schedules and topic priorities. Prepare executive correspondence, legal documents, and other materials, from dictation, rough copy, or own notes, for review and signature. Edit materials prepared by others for the unit executive's signature for accuracy, proper grammar, and spelling. Sign routine correspondence, as authorized.
- Coordinate conferences, meetings, and court and judicial ceremonies, including activities such as site planning, logistics, printing, security, refreshments, etc., as applicable. Assist in the preparation of agendas; act as secretary for meetings, preparing materials, taking, and distributing minutes of proceedings.
- Disseminate communications to appropriate managers, executives, and peers and follow up on action items to ensure a comprehensive and coordinated response.
- Serve as liaison to judges' chambers and all other court support units, as well as the Administrative Office of the U.S. Courts and the Federal Judicial Center, on behalf of the Clerk of Court and Chief Deputy, as appropriate.
- Develop standard office administrative procedures and provide guidance to other administrative support staff within the unit regarding the performance of their duties to ensure administrative consistency.
- Receive, screen, and refer telephone calls and personal visitors. Answer routine inquiries and provide assistance to staff, judges, other courts, maintaining the confidentiality of sensitive matters. Research inquiries and develop responses for the clerk and chief deputy and/or respond directly, as delegated.
- Serve as human resources assistant or liaison, tracking staff time and attendance, processing paperwork and answering questions related to benefits, leave, and pay; processing personnel-related forms and paperwork, and similar activities.

- Process a variety of human resources and payroll actions such as appointments, promotions, separations, terminations, within grade increases, and changes to benefit elections. Maintain automated personnel records system. Prepare and utilize spreadsheets to track personnel actions. Process workers compensation claim forms.
- Conduct assigned recruitment efforts, such as preparing vacancy announcements and ensuring positions are advertised according to the needs of the unit, review applications for completeness. Coordinate interviews and maintain recruiting and hiring statistics for the Fair Employment Practices Report. Create and maintain applicant log for each vacancy announcement.
- Administer background checks and investigations and issue credentials and identification cards.
- Assist in researching, developing, and recommending human resources related procedures or policies for the court.
- Assist with creating, updating and classifying position descriptions.
- Maintain and monitor human resources records, including payroll and leave records. Track and enter time sensitive data, such as employees' promotions, performance evaluations, and step increases. Maintain and audit leave and timekeeping records.
- Ensure accuracy of personnel information in HRMIS.
- Assist with benefit program coordination, including maintaining and distributing benefits materials, processing forms, and addressing routine benefit questions and resolving benefits issues.
- Assist with training activities related to human resources matters within the court unit, such as maintaining training records, assisting with preparing materials and resources, and scheduling resources (e.g., meeting rooms, web-based resources, etc.)
- Perform other related duties as required.

Qualifications (General and Specialized Experience)

To qualify for the position of Human Resources/Administrative Assistant, applicants will demonstrate progressively responsible clerical, office, administrative or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the position's duties.

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 software and keyboarding for word processing, data entry and report generation. For example: experience that provided knowledge of the rules, regulations, procedures, and practices of human resources administration and involved the routine use of automated human resources systems or other computer-based systems such as word processing, spreadsheets, or database applications.

Preferred Qualifications

- Human resources experience or experience maintaining confidential information is highly desired. We are looking for a trustworthy individual who takes confidentiality seriously – failure to maintain confidential information could result in termination.
- Accuracy and attention to detail as mistakes in this role can lead to errors in employees pay and benefits.
- The ability to handle multiple assignments and stay on task with frequent interruptions and rapidly shifting priorities.
- Professional demeanor, strong work ethic and the ability to use good judgment.
- Strong interpersonal skills, excellent customer service skills and the ability to communicate effectively, both orally and in writing, with a wide variety of people tactfully.
- Proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint.
- Technologically savvy.

Educational Requirements and Substitutions

A high school diploma or equivalent is required. An associate's degree or bachelor's degree is preferred. 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 because administrative court support positions require hands-on experience to be credited as specialized experience.

Employee Benefits

- Eleven paid holidays per year
- Paid annual and sick leave
- Subsidized medical coverage with pre-tax employee premiums
- Dental, vision, group life insurance and long-term care options
- Flexible Benefits Program (pre-tax flexible spending for health care, dependent care, and commuter/parking costs)
- Participation in the Thrift Savings Plan (similar to 401K plan, with employer matching up to 5%)
- Federal Employees Retirement System

More information about benefits can be found here: <https://www.uscourts.gov/careers/benefits>

Application Procedures

Send a cover letter telling us about yourself and why you are interested in the position along with your resume, three professional references, and the [AO 78 Application for Employment](#) via [email to: careers@innb.uscourts.gov](mailto:careers@innb.uscourts.gov). The most qualified candidates will be invited to one or more interviews. Only applicants selected for interviews will be contacted by the court.

Conditions of Employment

Applicants must be United States citizens or eligible to work for the United States government.

This is a high sensitive position within the Judiciary. As a condition of employment, the selected candidate must successfully complete a five-year background investigation and receive a favorable suitability determination. The successful candidate will be subject to a re-investigation every five years thereafter. Employees will be hired provisionally, pending the results of a background investigation.

The court requires employees to adhere to a Code of Conduct which is available to applicants for review upon request. Employees are hired as excepted service, "at will" employees. This position is subject to mandatory electronic funds transfer. The United States Bankruptcy Court is an equal opportunity employer.

Information for Applicants

The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, any of which actions may occur without any prior written notice.