



CAREER OPPORTUNITY

UNITED STATES PROBATION OFFICE

Texas Northern

POSITION TITLE:	Human Resources Specialist - Recruiter Not-to-Exceed - One year and one day
ANNOUNCEMENT:	14-12
DUTY STATION:	Dallas, Texas
OPEN DATE:	April 2, 2014
CLOSING DATE:	April 25, 2014
STARTING SALARY:	\$49,009 to \$65,893 (CL 27) Table 56

DISTRICT SUMMARY

This district is one of the largest geographic areas in the United States. We serve a one hundred-county area, bordering the states of Oklahoma and New Mexico. These counties also extend to approximately ninety miles from the Mexican border. Our headquarters office is located in downtown Dallas in the Earle Cabell Federal Building. We also have offices located in the federal courthouses in Fort Worth, Wichita Falls, Abilene, San Angelo, Lubbock and Amarillo. In the Dallas/Fort Worth metroplex area we have one additional office in Arlington, TX.

POSITION OVERVIEW

The United States Probation Office for the Northern District of Texas has an opening for a Human Resources Specialist (Recruiter). The incumbent must have strong knowledge and experience in human resources programs with specific experience in recruitment and staffing. The incumbent will be required to travel occasionally to other divisional offices, or other destinations for work related reasons; travel may require overnight stays. The incumbent will be required to attend professional networking events which may be held during evening hours. Based on the need of the district, this position may extend beyond the NTE period. This position will report to the Human Resources Manager.

Job responsibilities include, but are not limited to:

- Develop and execute recruiting plans
- Develop, implement, and coordinate college recruiting activities
- Develop, implement, and coordinate an internship and volunteer program
- Work closely with hiring managers and the Strategic Workforce Committee to identify hiring needs
- Create and post vacancy announcements
- Recruit a diverse group of well-qualified candidates
- Maintain applicant, candidate, and all other records related to recruitment and staffing activities
- Source and screen candidates
- Participate in and coordinate the new employee orientation process
- Develop working relationships with colleges and professional organizations
- Make presentations to college students, professional organizations, and any other relevant organizations or group

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CLASSIFICATION REQUIREMENTS

The Human Resources Specialist position is part of the Professional Administrative occupation group.

Professional administrative work involves analyzing and evaluating varied information from multiple sources, forming conclusions, and taking or recommending courses of action. It requires the application of theoretical and practical knowledge of a particular administrative or technical field acquired through education and/or experience.

To qualify for a CL 27 position, the incumbent must have two years of specialized experience, including three years of general experience or completion of a bachelor's degree from an accredited college or university.

General experience is defined as progressively responsible experience that provides evidence that the applicant has:

- a good understanding of the methods and administrative machinery for accomplishing the work of an organization;
- the ability to analyze problems and assess the practical implications of alternate solutions;
- the ability to communicate with others, orally and in writing; and the capacity to employ the knowledge, skills, and abilities in the resolution of problems.

Specialized experience is defined as progressively responsible experience that is in, or closely related to, the work of the position that has provided the particular knowledge, skills and abilities to successfully perform the duties of the position.

MINIMUM POSITION REQUIREMENTS

The incumbent must possess a thorough knowledge of employment law as it relates to activities associated with recruitment and staffing. The incumbent must have the ability and availability to travel to other divisional offices or other destinations for work related reasons, and stay overnight as needed. The incumbent must have the ability and availability to work during evening hours as needed. The incumbent must have access to a car for travel when a government car isn't available, and be legally authorized to drive a motorized vehicle.

To qualify for this position the applicant must have demonstrated the ability to:

- Develop and execute recruiting plans
- Present information to individuals and groups
- Use automated equipment including laptops, notebooks, and other mobile devices
- Create documents via the use of word processing, spreadsheet, presentation, and other software
- Ability to organize and prioritize work, work independently with little or no supervision, and exercise discretion
- Ability to interact and communicate effectively (orally and in writing) with people of diverse backgrounds
- Ability to be innovative and creative to contribute to a positive work environment

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BENEFITS

Employees of the U.S. Probation and Pretrial Services Office are eligible to receive benefits which include participation in the Federal Employees Retirement System, Thrift Savings Plan, choice of a health benefit plan from several options, life insurance; optional long term care coverage and long term disability coverage, optional vision insurance and dental insurance, annual and sick leave, a pre-tax reimbursement program; federal holidays, and mandatory Electronic Funds Transfer for payment of net pay. This position will receive an assigned space in the employee parking garage or, budget allowing, an agency sponsored commuter pass.

HOW TO APPLY

Applicants who meet the classification and minimum position requirements should submit a resume (two page limit) of their professional experience and educational background along with a cover letter (two page limit).

**United States Probation
Human Resources - #P14-12 (HR Specialist - Recruiter)
Attn: Human Resources Manager
E-mail: human_resources@txnp.uscourts.gov**

We appreciate your interest in employment with our district; we will acknowledge receipt of your resume via an automated email reply.

Applicants who meet all minimum requirements will receive instructions on how to complete and submit an application packet. There is no need to submit an application with your resume packet.

If selected for an interview, the candidate is to give a presentation of no more than 10-minutes in length. The presentation will be used to assess the candidate's ability to communicate clearly, use automated equipment, and present information to a group. More information will be provided to those selected for an interview.

DISCLOSURES

- U.S. Probation requires employees to adhere to a Code of Ethics and Conduct for Judicial Employees
- U.S. Probation reserves the right to re-advertise or extend the screening process for this position
- Applications will be accepted from US Citizens and Non-Citizens as allowed by appropriations and statute
- Candidates may be subjected to a skills assessment
- The final candidate will be subject to a initial record check with law enforcement agencies and credit bureaus
- All non-law enforcement employment with U.S. Probation is considered at-will which means that employment may be terminated at any time by either the employer or employee, with or without cause

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