



# CAREER OPPORTUNITY

## UNITED STATES PROBATION OFFICE

### Texas Northern

<b>POSITION TITLE:</b>	Human Resources Specialist (CL 27)
<b>ANNOUNCEMENT:</b>	15-08
<b>DUTY STATION:</b>	Dallas, Texas
<b>OPEN DATE:</b>	July 10, 2015
<b>CLOSING DATE:</b>	Open Until Filled
	<b>Note: First consideration will be given to applications received by July 24, 2015.</b>
<b>STARTING SALARY:</b>	\$49,009 to \$80,494

#### POSITION OVERVIEW

The United States Probation Office for the Northern District of Texas has an opening for a Human Resources Specialist. The applicant 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. This position will report to the Director of Operations.

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 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 hire orientation process
- Develop working relationships with colleges and professional organizations
- Make presentations to college students, professional organizations, and any other relevant organizations or group
- Maintain statistics for annual Fair Employment Practices System
- Establish and maintain a wide variety of personnel related records
- Facilitate and manage background check processes, i.e., verifying applicant employment, checking references, completing and filing necessary forms and maintaining record keeping systems

#### CLASSIFICATION REQUIREMENTS

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

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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, staffing, compensation, performance management and adverse action procedures, employee relations, and equal employment opportunities. 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 and be legally authorized to drive a motorized vehicle when a government car is not available.

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
- Organize and prioritize work, work independently with little or no supervision, and exercise discretion
- Interact and communicate effectively (orally and in writing) with people
- Be innovative and creative, consistently providing high quality service while contributing to a positive work environment

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

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automated equipment, and present information to a group. More information regarding the presentation will be provided to those selected for an interview.

## HOW TO APPLY

Applicants who meet the requirements outlined in the position announcement will be required to upload the following documents to the Employment Application System (link provided below), and answer the pre-screening questions.

- Cover letter (two page limit)
- Resume (two page limit) citing professional experience and educational background.
- Two most recent performance evaluations
- A completed application (AO-78)
- References (AO-78 Supplement A)
- Official transcripts

All documents, with the exception of transcripts, must be submitted via the online Employment Application System using the following link:

<https://tdi.ilnb.uscourts.gov/wwwroot/Employment/appform.cfm?ref=yv7gpw3b&pos=15-08>

*Note: This link is unique for this position opening only.*

Application packets submitted via fax, email, or the U.S. Postal service will not be considered for this position.

### TRANSCRIPTS

Because only **official** transcripts will be accepted, transcripts are submitted separately. Official transcripts must be submitted by:

- A link sent to [hr@txnp.uscourts.gov](mailto:hr@txnp.uscourts.gov) from your university or college, or
- Regular mail or overnight courier to:

**U.S. Probation & Pretrial Services  
Human Resources Department  
1100 Commerce Street, Room 1329  
Dallas, TX 75242**

Additional information about employment within U.S. Probation & Pretrial Services, and blank application and references forms are found at:

<http://www.txnp.uscourts.gov/content/careers-within-us-probationpretrial-services>

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