



**United States District Court  
District of South Dakota**

**VACANCY ANNOUNCEMENT 16-01**

**POSITION TITLE:** Human Resources Coordinator

**POSITION TYPE:** Regular, Part-time (24+ hours per week)

**LOCATION:** Sioux Falls, South Dakota

**SALARY RANGE:** CL 25/1 – 25/61 (\$39,171 - \$48,560)

**OPENING DATE:** January 5, 2016

**CLOSING DATE:** February 2, 2016

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**DUTIES AND RESPONSIBILITIES**

The United States District Court for the District of South Dakota is seeking a part-time Human Resources Coordinator in Sioux Falls, South Dakota. Incumbent will be responsible for performing duties such as recruiting, assisting with general employee inquires, maintaining position descriptions and assisting with training efforts for the District. The Human Resources Coordinator will serve Probation and Pretrial Services as well as District Court staff and provide general support to the Human Resources department.

**REPRESENTATIVE DUTIES**

- Provide assistance to the Human Resources Administrator in regards to administrative and operational duties.
- Coordinate recruitment efforts to include posting positions, maintaining postings, scheduling interviews, screening applicants, recommending candidates to hiring team and attending job fairs.
- Prepare and complete employment verifications.
- Coordinate and assist with the onboarding of new employees to include setting up pre-employment background checks and scheduling required first-day appointments.
- Process background and fingerprint checks.
- Assist with the issuance of employee ID cards as well as badge and credentials if applicable.
- Provide assistance with the maintenance of the internal Human Resources website.
- Assist employees with basic benefit and insurance inquiries.
- Enter and monitor training efforts for the District.
- Prepare reports, form letters, notices and other correspondence using templates and forms.
- Assist with preparing correspondence and documents to include typing, keyboarding, formatting and generating documents from templates and notes.
- Generate standard reports from databases and computerized systems. Track statistics and data.
- Some travel will be required.

**QUALIFICATIONS**

A candidate must possess excellent communication, organizational and computer skills as well as possess the ability to work independently and learn policies and procedures.

**Required:** A high school diploma or equivalent with a minimum of three years specialized experience as it pertains to the Human Resources industry. For placement at a salary level above

the minimum, a college degree and at least two years of specialized experience as it pertains to the Human Resources industry is required. A college degree in a related field is preferred.

### **BENEFITS**

This position is covered by the Court Personnel System. A generous benefits package is available to permanent employees which includes:

- Ten paid holidays per year
- Paid annual leave accrued at a prorated schedule.
- Paid sick leave accrued at a prorated schedule.
- FERS retirement benefits
- Optional participation in the Thrift Savings Plan (TSP)
- Optional participation in choice of Federal Employees' Health Benefits (FEHB)
- Optional participation in choice of Federal Employees' Group Life Insurance (FEGLI)
- Optional participation in the Flexible Benefits Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private long-term disability plan
- Credit for prior government service towards leave accrual rates and retirement if applicable

### **APPLICATION PROCESS**

Qualified applicants should submit the following:

- A letter of interest which should detail skills and experience, and
- A Judicial Branch Federal Employment Application (AO 78) which is available at <http://www.uscourts.gov/> (Click on "Court Forms" and then on "AO 78").

All application materials should be attached and emailed via PDF format to:

Mesa Scott, Human Resources Administrator  
mesa\_scott@sdd.uscourts.gov

If your submission does not include all information requested, you may lose consideration as an applicant.

If you have questions, please call Mesa Scott at 605-977-8959.

*United States District Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation/Pretrial Services Officer and/or Clerk may elect to select a candidate from the original qualified applicant pool.*

**THE U.S. DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.**