

Notice of Career Opportunity

United States District Court Eastern District of Missouri



Posting Date:	September 20, 2024
Vacancy Number:	EDSP-2024
Position Title:	Education Specialist/HR Assistant
Salary Range:	CL 24 \$44,458-\$55,598, Step 26-61: \$56,062-\$72,308 CL 25 \$49,120-\$61,408, Step 26-61: \$61,920-\$79,841 CL 26 \$54,101-\$67,624, Step 26-61: \$68,188-\$87,909 (Classifications dependent upon qualifications) *Step 25-61 in the Full Performance Range requires approval by the Administrative Office.
Position Location:	St. Louis, MO
Closing Date:	Open until filled - <i>applications considered as they are received</i>

Position Summary

The Education Specialist/HR Assistant provides public education tours, coordinates the Court's naturalization ceremony schedule and programs, and acts as a Courtroom Deputy at naturalization ceremonies. The position also provides project assistance and research support by developing materials and assisting with managing outreach programs. The Education Specialist/HR Assistant provides administrative HR support by assisting with employee recruitment, onboarding, training and various other HR tasks as assigned to support a consolidated Shared Services Human Resources department. This position performs work directly related to the judiciary's mission of engaging the public as constituents and promoting a better understanding about federal courts and justice. The focus of the work is wide-ranging and includes creating public awareness and community interest in the educational resources available at the federal courthouse, as well as assisting the HR department with a wide variety HR tasks and events. These efforts encompass a wide range of professional educational, developmental and research services to produce and deliver high quality events designed for employees, the public, and student visitors to the Thomas F. Eagleton United States Courthouse. This position works closely with judges, court unit executives and support staff of the circuit court of appeals, and the district court, to assist with public education, naturalization, mock trial events and HR programs. This position reports to the Chief Deputy of Administration.

Summary of Representative Duties and Responsibilities

- Develops and manages the Court's naturalization schedule with USCIS (United States Citizenship and Immigration Services). Acts as Courtroom Deputy for naturalization ceremonies. Processes name change petitions and naturalization orders. Manages reporting requirements for naturalization programs.
- Updates existing resources including lesson plans, fact sheets, and event and tour materials in conjunction with other Public Education staff.
- Develop talking points and presentation materials to be used with a variety of audiences, including teachers, school groups, and community groups.
- Provides educational tours and events for student, community groups and other parties.
- Assist with programs and provide support for summer professional development programs, e.g. Teachers Institute.

- Create surveys and assessment instruments for use with students and teachers.
- Develop plans for communicating and promoting educational offerings and resources within the local and regional education community.
- Coordinate and assist with training activities within the court and scheduling resources (e.g., meeting rooms, web-based resources, etc.). This position organizes the yearly law clerk orientation and outgoing law clerk luncheon.
- Assists with scheduling and managing courtrooms for mock trial events. Manages the list of firms who have scheduled events to ensure fair and equitable opportunity for all.
- Assists the Employee Health Unit in coordination of health fairs, vaccine clinics and other events. Acts as CFC Coordinator.
- Assist with recruitment efforts, such as scheduling interviews and maintaining recruitment files.
- Assist with processing new hire and intern paperwork and onboarding tasks including maintenance of facility access badges.
- Maintain and monitor human resources records.
- Assist with benefit program coordination, including maintaining and distributing benefit materials, assisting with routine benefit questions, and resolving benefit issues.
- Perform other related duties as required.

Qualifications and Educational Requirements

Qualifications must be met at the time of application. The successful candidate must possess the following:

- Bachelor's degree in education or other related field strongly preferred; or equivalent experience preferred.
- Knowledge of or ability to learn legal history, constitutional law, and federal court administration and operations preferred.
- Knowledge of or ability to learn human resources functions and processes preferred.
- Consistent, high quality past job performance demonstrating sound ethics and judgment.
- An attendance record that indicates reliability and commitment.
- Excellent verbal and written communication skills (grammar, spelling, punctuation, etc.)
- Excellent organizational skills and detail oriented.
- Ability to take initiative, manage multiple tasks, respond to requests on short notice and meet deadlines.
- Ability to be tactful and work cooperatively with others, including judicial officers, the bar, the public and colleagues. Ability to maintain confidentiality. Strong sense of personal and professional integrity.
- Proficient in the use of Microsoft Excel and Word, in conducting internet searches to research content and material for use in educational resources. Proficient in managing spreadsheets.

To qualify for the CL 24 a minimum of one-year specialized experience. equivalent to work at the CL23.

To qualify for the CL25 a minimum of one year of specialized experience equivalent to work in a CL24 level is required. To qualify for the CL26 a minimum of one year of specialized experience equivalent to work in a CL25 level is required. *Specialized experience is defined as 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 successfully perform the duties of the position and involves the routine use of automated software and keyboarding for word processing, data entry and report generation.

Benefits

Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are at will and can be terminated with or without cause.

Generous Paid Time Off Program	Eleven Paid Holidays
Public Service Loan Forgiveness	Group Health, Dental, Vision and Life Insurance
Defined Benefit Pension Plan	Long Term Care Insurance
Defined Contribution Plan (TSP) with Employer Match	Flexible Benefits
Parking/Commuter Benefit Program	Employee Assistance Program
Work Life Services	Virtual Judiciary Online University

Position is subject to mandatory Electronic Funds Transfer participation for net pay.

Background Investigation Requirements

This is a High Sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of an OPM background investigation and credit check and a favorable suitability determination. Investigative updates are required every five years.

Application Procedure and Information

Applicants must be United States citizens or eligible to work in the United States. Appointment is contingent upon providing proof of United States citizenship, for requirements please see:

<https://www.moed.uscourts.gov/sites/moed/files/Citizenship-Requirements-Employment-Judiciary.pdf>

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. Applicants may be asked to participate in proficiency tests.

Qualified persons are invited to submit:

- a letter of application,
- current résumé,
- completed application for judicial branch employment, form AO-78 (available at <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>)
- contact information for three professional references

Application materials may be submitted via e-mail to the following address:

Moed_employment@moed.uscourts.gov

Only candidates selected for an interview will be contacted. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

Equal Opportunity Employer