



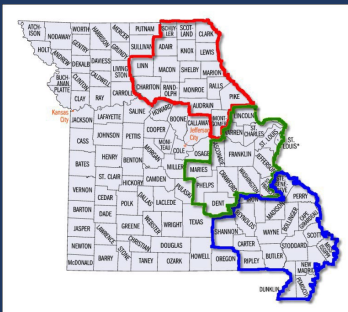
UNITED STATES CLERK'S OFFICE EASTERN DISTRICT OF MISSOURI

Nathan M. Graves, Clerk of Court

CAREER OPPORTUNITY

111 South 10th Street
St. Louis, MO 63102

www.moed.uscourts.gov



JUDICIARY BENEFITS

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays (11)
- Flexible Work Schedule
- Pre-tax Benefit Programs
- Health Insurance
- Vision/Dental Insurance
- Group Life Insurance
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP)- 401 (k)-styled program with up to 5% match
- Employee Assistance Program
- Parking/Commuter Benefit Program
- Virtual Judiciary Online University

Human Resources Specialist

VACANCY #: HR-326

Duty Station: St. Louis, MO

Posted: March 31, 2026

Status: Full-Time Permanent

Reports To: Human Resources Manager

Salary Range: CL 25/1-61 \$50,613-\$82,301

CL 26/1-61 \$55,752-\$90,608

Transfers: Yes

**Classification dependent on qualifications. *Step 26-61 in Full Performance Range requires approval by the Administrative Office. Salary depends on experience with future promotion potential to CL27 without further competition.*

Closing Date: Open until filled

POSITION SUMMARY

The Human Resources Specialist provides HR generalist administrative and technical support for human resources programs, recruiting, labor relations, personnel transactions and training activities in accordance with approved procedures and policies. The incumbent performs in a shared services consolidated human resources office providing support to the District Court, Probation and Pretrial Services and reports to the Human Resources Manager. This position is located in the District Court headquarters office in St. Louis, MO and provides support to locations: St. Louis, MO, Cape Girardeau, MO and Hannibal, Missouri.

Summary of Representative Duties and Responsibilities

- Full cycle recruiting includes preparing vacancy announcements, position description development and management, recruitment strategy, screening, and administration of candidates, interviewing process, administering employment tests, administering background checks and investigations, offer process, employee onboarding. Maintain recruiting and hiring statistics for the Fair Employment Practices Report. Maintain applicant log for each vacancy announcement and track backfill headcount. Ability to maintain continuous communication with Hiring Managers and court unit executives regarding status of positions. Administer onboarding process including presenting new employee orientation.
- Assist with employee relations issues, including conflict resolution, counseling, communication, and documentation. Ensure a detailed investigation process, including investigation coordination, responses, and maintenance of accurate and detailed records and notes of the confidential investigatory process.
- Process a variety of human resources and payroll actions such as appointments, promotions, separations, terminations/retirements, within grade increases. Prepare and utilize spreadsheets to track personnel actions. Process Workers Compensation claim forms via a designated website.

Eastern District of Missouri Clerk's Office is an Equal Opportunity Employer.

HOW TO APPLY

Applicants must submit all documents listed below in

ONE PDF FILE to
[MOED_employment@
moed.uscourts.gov](mailto:MOED_employment@moed.uscourts.gov)

Subject of Email: HR-326

1. Letter of Interest

- Your skills and experience, with an explanation of how those skills and experience may contribute to the organization.
- How your overall experience and preparation relates to the stated duties and responsibilities.

2. Current resume

3. Three Professional References

4. AO 78 Application for Federal Judicial Branch Employment* found [here](#).

Applicants must be United States citizens or eligible to work in the United States. Appointment is contingent upon providing proof of United States citizenship or proof of authorization to work in the United States as required by the Immigration Reform and Control Act of 1986. 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.

Citizenship-Requirements-Employment-Judiciary.pdf

[Learn More About
Judiciary Policies](#)

The organization reserves the right to assign and/or reassign an employee to any location within the district based on the needs of the organization.

- Maintain and monitor human resources records, including payroll and leave records and communications.
- Maintain leave tracking administration and communication including but not limited to; accommodation process, FMLA, paid parental leave, workers compensation and leave without pay.
- Assisting with the development and maintaining the Human Resources Intranet page.
- Assist in researching, developing, and recommending human resources related procedures or policies for the court.
- Assist with benefit program coordination, including benefits presentations for open enrollment, benefits fair, maintaining and distributing benefits materials, processing forms, and resolving benefits issues.
- Assist with employee recognition programs, internship programs and fellowship programs.
- 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.).
- Assist with preparation of local and national required reports and other HR metrics.
- This position requires the incumbent to maintain leadership and employee confidentiality while championing the Guide to Judiciary Policy including but not limited to the Code of Conduct, Employee Dispute Resolution process and other policies and guidelines.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

The successful candidate must possess the following qualifications:

- Extensive knowledge of human resources procedures and practices, including full cycle recruitment.
- Knowledge of professional and ethical investigation standards and human resources processes and procedures.
- Skill and accuracy with a high focus on detail in data entry and ability to process human resources paperwork and electronic transactions is critical. Have a high regard for deadlines and follow-up.
- Comprehensive knowledge of human resources management such as staffing, classification, and compensation.
- Extensive knowledge in working with employee benefit programs, leave, pay policies and retirement procedures. Ability to learn and adeptly administer federal programs.
- Excellent verbal and written communication skills, including the ability to communicate effectively with individuals and groups to provide information regarding human resources and training matters.
- Skills in gathering and analyzing information to process and perform human resources activities according to policies, procedures and internal controls.
- Ability to handle a variety of personnel issues with a calm approach which includes a variety of subject areas and transactions while tactfully maintaining confidentiality.
- Ability to assist in the review of organizational functions and make recommendations on staffing, structure, and other human resources matters.
- Ability to travel to the Cape Girardeau, MO courthouse when needed and other occasional travel to conferences or other recurring events

Required skills and abilities:

- Applications and tool experience with Microsoft applications including but not limited to; Outlook, Word, Excel. SharePoint experience is preferred.
- Ability to learn applications such as internal Human Resources Information System, Teams, SharePoint, PowerPoint, OneDrive and OneNote and other associated programs.
- Ability to learn the position duties from a combination of training resources which includes but is not limited to; recorded PowerPoints, reading established agency policies and procedures, Guide to Judiciary Policy, on the job training and other required position related material. It is required to take detailed notes to reference.
- Ability to train others, cross training peers and other employees.

Bachelor's Degree in Human Resources or a related field preferred. Education transcripts may be requested in the selection process. Experience of one year of specialized experience in human resources equivalent to work at a CL-24 level is required for the CL-25. Prior or current CL-25 level experience is required for the CL-26 level. Specialized experience is defined as: progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, practices, and principles in the area of human resources.

BACKGROUND INVESTIGATION REQUIREMENTS

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

All applicant information is subject to verification. Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after hire.

SELECTION PROCESS/CONDITIONS OF EMPLOYMENT

After review of the application packets, highly qualified applicants will be invited in for one or more personal interviews. Due to the volume of applications received, only applicants who are selected for interview will receive a written response regarding their application status.

Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judiciary Policy, and are bound by the Code of Conduct for Judicial Employees. [Link :The Code of Conduct for Judicial Employees](#) Link: [Your Employee Rights and How to Report Wrongful Conduct | Eastern District of Missouri | United States District Court](#)

Direct deposit of pay is required. Positions with the U.S. Courts are "excepted service" positions and employees serve "at will."

The U. S. Clerk's Office reserves the right to amend or withdraw any announcement without written notice to applicants.