



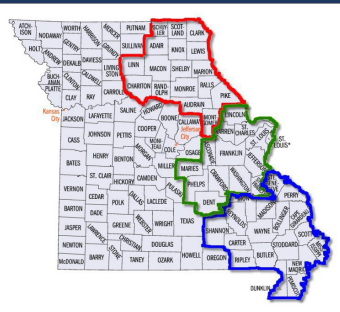
UNITED STATES CLERK'S OFFICE EASTERN DISTRICT OF MISSOURI

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

Program Coordinator and HR Specialist

VACANCY #: PCHRS-626

Duty Station: St. Louis, MO

Posted: 6/03/2026

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

This unique and important position is shared between two departments – Public Education and Human Resources. The incumbent will work with a variety of internal and external audiences on a daily basis. The position requires excellent written and verbal communication skills, including public speaking. Ideal candidates are friendly, flexible, skilled in time management, and have a strong desire to learn.

The Program Coordinator and HR Specialist coordinates the Court's naturalization ceremony schedule and programs, acts as a Courtroom Deputy at naturalization ceremonies, and provides public education tours. The position also provides project assistance and research support by developing materials and assisting with managing public outreach programs.

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.

The position also 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. The shared services consolidated human resources office provides support to the District Court, Probation and Pretrial Services.

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.

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:
PCHRS-626

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.

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 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

- 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.
- Develops 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 students, community groups and other parties.
- Assists with programs and provide support for summer professional development programs, e.g. Teachers Institute.
- Creates surveys and assessment instruments for use with students and teachers.
- Develops plans for communicating and promoting educational offerings and resources within the local and regional education community.
- Coordinates 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.
- Assists with recruitment efforts, such as scheduling interviews and maintaining recruitment files.
- Assists with processing new hire and intern paperwork and onboarding tasks including maintenance of facility access badges.
- Maintains and monitor human resources records.
- Assists with benefit program coordination, including maintaining and distributing benefits materials, assisting with routine benefit questions, and resolving benefit issues.
- Travels to other locations for naturalizations and other events is required.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS/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.

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

- 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.
- Your own transportation to and from other event locations and occasionally distances to other court locations of; Cape Girardeau, MO and Hannibal, Missouri.

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. To qualify for the CL27 requires a minimum of two years of specialized experience equivalent to the work in CL26 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. Education transcripts may be requested in the selection process.

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.”

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