



## **Job Announcement HR Generalist (2 positions)**

The Consolidated Human Resources Department of the U.S. District Court for the Eastern District of Virginia is comprised of professional staff, providing administrative, operational and law enforcement support to more than 25 federal judges located across four geographical divisions. The district enjoys a friendly and talented staff, an interesting and evolving workload, and excellent agency relationships across the Executive and Judicial Branches of the U.S. Government.

### **POSITION OVERVIEW**

This position is organized in the administrative section of the U.S. District Court and U.S. Probation and Pretrial Services Office with responsibilities that concentrate on human resources (HR) functions in the Richmond or Alexandria divisions of the Eastern District of Virginia. The incumbent will provide administrative and technical support for HR programs, personnel transactions, and systems, in accordance with approved policies and procedures. Additional duties may include HR coordination of a more complex nature and on a district-wide basis. The incumbent must have a working knowledge of the regulations, policies, procedures, and internal controls related to HR and act as a resource to staff on policy compliance matters.

### **MINIMUM QUALIFICATIONS**

For classification at the CL24 level, the successful candidate must have a minimum of one year of progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, procedures, and practices of human resources administration and involved the routine use of automated human resources systems or other computer-based systems such as word processing, spreadsheets, or database applications.

Candidates with more than one year of specialized experience may be considered for classification level CL25.

Note: Education may not be substituted for the required experience. The ability to communicate effectively both verbally and in writing is critical. Excellent interpersonal and organizational skills, which include the ability to manage

## **U.S. DISTRICT COURT- EASTERN DISTRICT OF VIRGINIA**

### **WEBSITE :**

[www.vaed.uscourts.gov](http://www.vaed.uscourts.gov)

### **PHONE:**

703-299-3324

### **Announcement #:**

FY 25-019

### **Location:**

Richmond and  
Alexandria, VA

### **Appointment:**

Full-time/ Permanent

**Open:** 6-1-2025

**Closes:** 6-30-2025

### **Starting Salary (CL24)**

- Alexandria \$50,641-63,307
- Richmond \$46,233-57,796
- Actual starting salary dependent upon qualifications.

multiple tasks and meet stringent deadlines, are essential. Understanding the importance of the confidentiality of issues is inherent to the job and maintaining a professional demeanor always is required.

## REPRESENTATIVE DUTIES

- Assist in processing HR and pay-related actions such as appointments, promotions, separations, terminations, within grade increases, special service awards, and changes to benefit elections. Process workers compensation claims forms.
- Assist with benefits program coordination, including maintaining and distributing benefits materials, open-season activities, processing forms, addressing routine questions, and resolving issues. Assist with administering the annual Combined Federal Campaign (CFC).
- Assist staff with the use of automated HR systems.
- Maintain and monitor HR records, including payroll and eOPF records using the Human Resource Management Information System (HRMIS), adhering to national and court guidelines. Track and enter time-sensitive data, such as promotion dates, performance evaluations, and step increases. Maintain automated personnel record systems and assist staff with related questions.
- Assist with recruitment and onboarding efforts, such as preparing announcements, coordinating interviews, conducting reference checks, monitoring background checks and fingerprinting, issuing credentials and access cards, and supporting new employee orientation.
- Assist with annual law clerk hiring and separation processes.
- Assist with the employee recognition program. Coordinate HR-related development, training, health, and endorsed social events. Assist with intern/extern program.
- Assist in maintaining and updating various employee and personnel manuals, including updating online reference materials. Communicate HR policy information to staff.
- Maintain assigned phone directories and web pages.
- Gather data for required reports, such as fair employment practices and telework.
- Work with the Human Resources Manager in researching, developing and recommending personnel procedures to implement policies for the court.

## Preferred Qualifications:

- Proficiency and experience with human resources information systems
- A college degree in business, human resources, public management or related area.
- Human Resources experience with the federal government and,
- Strong skills managing recruitment, onboardings and separations and/or benefits

Applicants with a sincere desire to serve the public are encouraged to apply.

## Salary Information

Starting Salary:

- Alexandria \$50,641-\$63,307; Richmond \$46,233-\$57,796

Full Salary Range: Alexandria \$50,641- 90,898 and \$46,233 – \$82,985

- Actual starting salary dependent upon qualifications.

- Assist in the development of internal training programs, including coordination and delivery of training. Respond to and manage training requests.
- Perform additional duties, as assigned.

## **BENEFITS**

Benefits include 13-26 days of annual leave, 13 days of sick leave, and 11 paid holidays per year, retirement benefits including immediate matching contributions in the Thrift Savings Plan, pre-tax flexible benefits programs (health, dependent care, and transportation), and insurance plans (health, dental, vision, life, disability, and long-term care).

## **CONDITIONS OF EMPLOYMENT**

- Employees must be United States citizens or eligible to work in the United States.
- Employees will be hired provisionally pending the results of a background investigation.
- Employees are required to adhere to the Code of Conduct for Judicial Employees.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit.
- Positions with the United States District Court Clerk's Office are Excepted Service appointments.

Excepted service appointments are at-will and can be terminated with or without cause by the Court.

## **APPLICATION INFORMATION**

Interested applicants must submit four (4) items combined into a single PDF:

- 1) a cover letter;
- 2) a resume;
- 4) a list of professional references; and
- 3) a completed Federal Judicial Branch Application for Employment (AO 78).

Priority review for applications received by June 15, 2025. Submit materials electronically to [Jobbox7@vaed.uscourts.gov](mailto:Jobbox7@vaed.uscourts.gov). Hard and faxed copies of applications will not be accepted. Incomplete applications will not be considered.

Only applicants who are selected for an interview will be contacted.