



# UNITED STATES COURT OF APPEALS ELEVENTH CIRCUIT STAFF ATTORNEY'S OFFICE

<b>POSITION:</b> Human Resources/Recruitment Assistant	<b>AREA OF CONSIDERATION:</b> All Sources—Nationwide
<b>LOCATION:</b> Atlanta, Georgia	<b>DEVELOPMENTAL STARTING SALARY RANGE:</b>
<b>TYPE OF APPOINTMENT:</b> Career/Full-time	(CL 25/1—CL 25/24) \$40,962-\$50,781
<b>OPENING DATE:</b> November 3, 2016	<b>FULL PERFORMANCE STARTING SALARY RANGE:</b>
<b>CLOSING DATE:</b> December 16, 2016 (or until filled)	(CL 25/25-CL 25/61) \$51,208-\$66,576

**ABOUT THE STAFF ATTORNEY'S OFFICE:** The United States Court of Appeals for the Eleventh Judicial Circuit has jurisdiction over federal cases originating in the states of Alabama, Florida, and Georgia. The Eleventh Circuit's Staff Attorney's Office serves the court as a central legal staff, assisting it in the disposition of federal appeals through the preparation of legal memoranda. The Staff Attorney's Office has approximately seventy attorneys, including career supervisory staff attorneys and staff attorneys who serve staggered two-year terms. In addition to attorneys, the office has a team of support personnel who perform administrative, operational, and supervisory functions.

**POSITION OVERVIEW:** The Human Resources/Recruitment Assistant works with the Manager for Recruiting, Training, and Professional Development and the Human Resources/Recruiting Coordinator to provide support to the recruitment, personnel, and professional development programs in the Staff Attorney's Office. The Human Resources/Recruitment Assistant is responsible for assisting with the processing of a variety of personnel and payroll actions and for assisting with programs, practices, and projects that serve to further the office's ongoing recruitment efforts and professional development activities.

**PREFERRED QUALIFICATIONS:** Applicants should have a minimum of five years of experience, including at least three years in an executive office environment that required the daily exercise of tact, good judgment, professionalism, and initiative, such as might be found in law related work, including work in a law school, law firm, or federal/state court setting. Knowledge of current information technology applications and capabilities (particularly word processing, spreadsheet, and database applications), as well as skill in internet use and research are strongly preferred. Experience creating bulletins, newsletters, presentations, and other outreach materials in print and digital formats is highly desirable.

**MANDATORY QUALIFICATIONS:** For placement at CL 25, at least one year of specialized experience equivalent to work at CL 24 is required. Specialized experience includes 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.

**BENEFITS:** Benefits include paid vacation based on federal years of service, paid holidays, sick leave, health and life insurance plans, long-term care insurance, Flexible Benefits Program, Federal Employees Retirement System, and Thrift Savings Plan.

**HOW TO APPLY:** Send a resume, cover letter, and list of at least three professional references to Sara Gilibert, Manager for Recruiting, Training, and Professional Development, Eleventh Circuit Court of Appeals, Staff Attorney's Office, 56 Forsyth Street, N.W., Atlanta, Georgia 30303-2289.

**CONDITIONS OF EMPLOYMENT:** Applicants must be U.S. citizens or lawful permanent residents actively seeking citizenship. The selected candidate will be subject to a background investigation and subsequent favorable suitability determination as a condition of employment. Selectees to high-sensitive positions such as this are subject to updated background investigations every five years. All employees of the Judiciary are "at will" employees in the excepted service. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Direct deposit of federal wages for court employees is required.

**THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS.**