



UNITED STATES DISTRICT COURT – DISTRICT OF COLORADO  
Alfred A. Arraj U. S. Courthouse  
901 19<sup>th</sup> Street  
Denver, CO 80294  
[www.cod.uscourts.gov](http://www.cod.uscourts.gov)

## Human Resources Assistant

Vacancy Announcement: 2025-01-SAS

<b>POSITION:</b>	<b>Human Resources Assistant (with Community Outreach Focus)</b>
<b>POSITION TYPE:</b>	<b>Full-time, Permanent (Mon-Fri, 8:00 am to 5:00 pm)</b>
<b>SALARY RANGE:</b>	<b>CL 24 (\$49,348 - \$80,203) – <a href="#">Pay Table DEN</a>*</b> <b>CL 25 (\$54,512 - \$88,577)</b> <b>CL 26 (\$60,030 - \$97,542)</b> <i>*Starting salary depends on qualifications and experience. Position has promotable potential up to a CL26 without further competition.</i>
<b>OPEN DATE:</b>	<b>May 8, 2025</b>
<b>CLOSING DATE:</b>	<b>Open until filled; preference given to current judiciary employees and all who apply by close of business May 23, 2025</b>
<b>FIRST ROUND INTERVIEW:</b>	<b>June 2, 2025</b>
<b>AREA OF CONSIDERATION:</b>	<b>Open to all qualified individuals</b>
<b>LOCATION:</b>	<b>Denver, Colorado</b>

*The Court reserves the right to cancel and/or modify this vacancy announcement as needed.*

In the Human Resources Department, we believe that building a great workplace starts within — and extends beyond — our walls. We are seeking a detail-oriented and energetic HR Assistant who will support both day-to-day Human Resources operations and community outreach initiatives. This is an excellent opportunity for someone looking to start their career in HR but also for someone who is passionate about people and giving back to the community.

Do you enjoy teamwork, service, and being part of something bigger than yourself? If so, the U.S. District Court might be the right place for you. We are publicly funded by people just like you and me – U.S. taxpayers – so, we can't offer pay and perks you might find in the private sector. However, what we do offer is steady pay, work-life balance, great health/dental/vision benefits, 11 paid holidays off, one of the best 401(k) plans around with a 5% match, a genuine defined pension, tuition reimbursement, telework and a free annual public transportation pass. If that's not enough, you will be part of providing equal access to justice for all.

We are a part of the judicial branch, one of the three separate branches of the federal government. We independently set our own employment policies such as remote work and performance management. We value our employees' individualism and continue to strive towards a diverse, equitable and inclusive workplace.

## **REPRESENTATIVE DUTIES**

The representative duties of this position include but are not limited to:

### **Human Resources (70%):**

- Assist with recruitment efforts, such as preparing and distributing announcements, coordinating interviews, conducting reference checks and extending offers. Initiate background and investigation checks, administer employment tests, and issue credentials and identification cards.
- Assist with onboarding and offboarding processes, including preparing new hire documents, and scheduling orientation sessions as well as collecting items at separation.
- Assist with processing a variety of human resources and payroll transactions such as appointments, separations, pay/schedule changes, and changes to benefits elections. Maintain automated personnel record system and local files.
- Maintain and update department procedures and shared websites. Prepare reports, correspondence, and HR-related documents. Maintain and update shared phone lists and organizational charts.
- Provide administrative support for employee benefits enrollment and questions.
- Help organize internal HR programs such as training sessions, employee engagement activities, and wellness initiatives. Assist with employee recognition programs.
- Assist with benefits program coordination including maintaining and distributing benefits materials, processing forms, and addressing routine benefits questions and resolving benefits issues. Communicate updates to benefits programs and human resources policy with staff in a timely manner.
- Gather data for required reports, such as telework, fair employment practices, performance management, early out authority, and workers compensation. Maintain and monitor human resources records, including payroll and leave records using Human Resource Management Information System (HRMIS), adhering to national and court guidelines.
- Track and enter time sensitive data, such as employees' date of promotion, performance evaluations, and step increases. Maintain leave and timekeeping records.
- Contribute to the team's success by undertaking various duties and supporting ongoing initiatives as assigned.

### **Community Outreach (30%):**

- Lead the planning, coordination, and promotion of court-sponsored events and outreach initiatives, including drafting agendas, creating presentations, brochures, and other event materials.
- Collaborating with stakeholders, including government agencies, educational institutions, and community organizations, to develop and implement collaborative civic education initiatives.
- Manage communications related to outreach efforts, including producing and distributing newsletters, social media content, and internal updates.
- Oversee tracking of outreach metrics, such as agency and employee participation, and compile and analyze results for reporting purposes.
- Identify and develop new outreach opportunities that align with the court's mission and values, while fostering community involvement and impact.
- Monitor the program and participation feedback to identify areas for improvement and innovation.

## **MINIMUM QUALIFICATIONS**

The successful applicant must be a high school graduate (or equivalent) and must have two years of general experience and one year of specialized experience to work at CL 24.

**General** experience is defined as progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the position's duties.

**Specialized** experience is defined as 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 and/or other computer-based client/case management systems.

**Education** above the high school level may be substituted for required general experience on the basis of one academic year (30 semesters or 45 quarter hours) equals one year of general experience.

### **PREFERRED QUALIFICATIONS**

Preference will be given to candidates proficient in multiple software programs, including MS Office and case/client management software. The ideal candidate is a self-starter, eager to problem-solve but also confident in asking questions when needed. As this role involves working within a close-knit team of four, strong communication and collaboration skills are essential. Experience in human resources, community outreach, or project management will be considered a plus.

### **BENEFITS**

A generous benefits package is available and includes the following: 13 days of vacation for first three years (which increases with tenure) and 13 days of sick leave, 11 paid holidays, retirement benefits, and Thrift Savings Plan (TSP) including a government match of up to 5%. Optional benefits include health and life insurance, dental and vision insurance; a flexible benefits program that includes health, dependent care and parking reimbursement; an annual Regional Transportation District (RTD) EcoPass; and in-house fitness facilities. Also included is the Federal Occupational Health (FOH)/Employee Assistance Programs (EAP). Student loan forgiveness is available to those qualified, pursuant to the terms of the Public Service Loan Forgiveness ([PSLF](#)) program. See the complete list of benefits on our employment [website](#).

### **ADDITIONAL INFORMATION**

The court may administer pre-screen assessments to assist in the screening process. Employees must adhere to a [Code of Conduct](#). Employees are considered at-will and are not covered by federal civil service classifications or regulations. In addition, this position is subject to mandatory fund transfer (EFT) participation, adherence to 8 U.S.C. § 1324b(a)(3)(B) regarding hiring of lawful permanent residents, FBI fingerprint and background. This position is classified as “high-sensitive,” and employment will be considered provisional pending the successful completion of an initial 10-year background investigation with updates performed every five years thereafter. All compensation and promotions are subject to final approval by the Administrative Office of the U.S. Courts.

### **HOW TO APPLY**

All qualified applicants should submit the following:

- Application form AO78 (Download it [here](#))
- Current resume and cover letter
- Copy of your latest SF50 (current federal employees outside our courts only)

Your application packet must be submitted **as a single pdf document** by email to: [cod\\_hrd@cod.uscourts.gov](mailto:cod_hrd@cod.uscourts.gov). Please note “Vacancy Announcement: 2025-01-SAS” in the subject line of the email. Incomplete applications and applications received after the closing date may not be considered. All applicants must complete the “Optional Background Information” section of the AO78 (page 5) for consideration.

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