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# CAREER OPPORTUNITY

## UNITED STATES DISTRICT COURT WESTERN DISTRICT OF LOUISIANA

Position:	Human Resources Specialist
Vacancy Number:	25-WDLA-05
Classification Level:	CL 27 – CL28
Salary Range:	\$59,133 - \$115,213 (starting salary depending on experience & qualifications)
Duty Station:	Lafayette Division
Opening Date:	May 14, 2025
Closing Date:	May 28, 2025 (5:00 p.m. CST)

The Office of the Clerk of Court for the United States District Court, Western District of Louisiana is a career-oriented organization committed to the superior and efficient support to the federal judiciary, litigants, and the general public in the just and speedy resolution of civil and criminal actions described in the federal rules and statutes.

Currently, we are seeking applicants for the position of Human Resources Specialist. This position is in the Office of the Clerk. The Human Resources Specialist provides a full range of human resources services including recruitment, classification, payroll and benefits administration, employee relations, performance management, and implementation of national and local human resources policies and procedures for the employees of the U.S. District Court. The successful applicant will participate as an essential advisor to the management team for the Western District of Louisiana. [Click here](#) to view a brief video presentation regarding human resources professionals working in the Courts.

### REPRESENTATIVE DUTIES:

- Formulates, implements, and administers human resources policies, procedures, and standards. Reviews, researches, analyzes, develops, and recommends human resources policies.
- Ensure adherence to the Guide to Judiciary Policy and Human Resources Manual regarding human resources practices and separation of duties. Develops, monitors, and updates internal controls policies and procedures.
- Advises court unit executives, managers, judges, chambers staff, and employees on human resource matters, procedures, and practices. Provides advice on employee relations, disciplinary actions, performance management, staffing and cost projections, benefits, and related issues. Assist with disciplinary action procedures.
- Processes a variety of human resources and payroll actions, such as appointments, promotions, on-the-spot awards, separations, etc.
- Processes workers compensation claims.
- Gathers data for required reporting such as telework, fair employment practices, audits, and workers compensation.
- Supports the recruitment process, including preparing and distributing announcements, coordinate interviews and conducting reference checks. Reviews applications for completeness and determines if applicants meet minimum qualification requirements.
- Assists in administering background and investigations checks. Assists with new employee onboarding by ensuring proper completion of new hire paperwork.
- Supports the processing of judicial externs and interns with onboarding, background checks, and maintaining associated records.
- Maintains and monitors human resources records, including payroll, leave and time keeping records adhering to national and court guidelines. Maintains leave and time keeping records.

- Assists with benefits program coordination including managing and distributing benefits information, processing forms, and addressing routine benefits questions and resolving benefits issues.
- Assists with employee recognition programs.
- Some travel is required.
- Performs all other duties as assigned.

#### QUALIFICATIONS:

The successful candidate must possess excellent written and oral communication skills, sound critical thinking and problem-solving skills; and organizational, analytical and interpersonal skills. This position requires strong motivation, initiative, accuracy and attention to detail, a friendly and customer focused attitude, and the ability to handle a wide range of program areas. The incumbent must also have the ability to handle multiple assignments with frequent interruptions and shifting priorities, exercise sound judgment and maintain confidentiality in all matters.

To qualify, an applicant must have a high school diploma or equivalent and a minimum of two years of specialized experience. Specialized experience is defined as progressively responsible experience which has provided the knowledge, skills, and abilities to successfully perform the duties of the position (e.g., classification, staffing, recruitment, employee relations, payroll, etc.).

#### PREFERRED QUALIFICATIONS:

- A bachelor's or advanced degree from an accredited college in a field of academic study closely related to the position and/or professional human resources certification.
- Additional specialized experience beyond the required two years in multiple functional areas of human resources certification.
- Human resources experience in the federal judiciary, or another federal agency is highly preferred.
- Working knowledge and skill in the use of automated human resources systems, Adobe PDF files, word processing, and spreadsheet programs. Efficient in database management. Working knowledge of MS Office 365 applications.

#### REQUIRED CLEARANCES:

This position is classified as a non-executive, high-sensitive position within the judiciary. The successful applicant will be required to submit to a mandatory background investigation (including references, criminal history/fingerprinting, and credit history). Employment will be considered provisional pending the successful completion of a ten-year OPM background investigation. Retention will depend upon a favorable suitability determination of the investigation.

#### HOW TO APPLY:

Applicants must submit **ONE COMBINED PDF** document containing the following to Charlotte\_Deville@lawd.uscourts.gov:

- (1) letter of interest
- (2) current resume
- (3) list of three professional references with current contact information
- (4) completed and signed "AO 78, Application for Federal Judicial Branch Employment" (form can be obtained at <http://www.uscourts.gov/forms/AO078.pdf> )

Application packages will not be considered complete unless **all** items have been received by the Human Resources Department. Incomplete application packages will disqualify an applicant from

further consideration. Receipt will be acknowledged by the Human Resources Manager via return email. The deadline for submitting application packets is Wednesday, May 28, 2025, at 5:00 p.m. (CST).

Due to the anticipated volume of applications, only applicants selected for an interview will be notified. **Please do not inquire about the status of your application.** Applicants selected for interviews may be required to travel to the designated location at their own expense.

The court reserves the right to modify or withdraw this vacancy announcement, or to fill the position any time before the closing date, either of which may occur without prior written or other notice.

**ADDITIONAL INFORMATION:**

A generous federal benefits package is offered. For more detailed information about federal court benefits, go to: <https://www.uscourts.gov/careers/benefits>.

Applicants must be U.S. Citizens or eligible to work in the United States.

The court requires employees to adhere to the *Code of Conduct for Judicial Employees*. For more information, please go to: <https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>.

All employees of the court are “excepted service” appointments. Excepted service appointments are “at will” and serve at the pleasure of the court.

This position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees.

***The U.S. District Court for the Western District of Louisiana is an Equal Opportunity Employer and values diversity in the workplace.***