

**UNITED STATES DISTRICT COURT**  
**NORTHERN DISTRICT OF NEW YORK**  
**PROBATION AND PRETRIAL SERVICES**

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**Vacancy Announcement #23-PO-19**

**Position:** Human Resources Coordinator  
**Locations:** Albany or Syracuse, New York  
**Opening Date:** September 6, 2023  
**Closing Date:** Open Until Filled  
**Starting Salary:** Classification Level 25 (\$45,682 - \$58,564)  
**Salary Potential:** Classification Level 26  
**Status:** Temporary Full Time (*One year and 1 day, with possibility of extension or becoming permanent*)  
**Target Start Date:** October 2023

**DESCRIPTION OF POSITION:**

The Human Resources Coordinator position is located in the Human Resources Department and will report to the HR Director. The incumbent will provide a full range of human resources services to the Clerk's Office, District and Magistrate Judges and their Chambers staff, and the Probation and Pretrial Services Office; each with varying needs, priorities, policies, and cultures. These services include recruitment, classification, payroll and benefits administration, employee relations, performance management, and implementation of national and local human resources policies and procedures for each Court Unit. Travel within the district is required. Occasional travel outside the district may be required.

**Representative Duties:** Duties include, but are not limited to:

- Process a variety of human resources and payroll actions such as appointments, promotions, separations, terminations, within grade increases and changes to benefit elections. Maintain automated personnel records system (HRMIS). Prepare and utilize spreadsheets to track personnel actions. Process workers compensation claims.
- Develop and maintain all recruitment related records, including position announcements, interview information and applicant demographic statistics and recruitment files. Process recruitment requests including preparing notice of vacancies, review and rank applicants, and coordinate and/or participate on interview panels.
- Coordinate interviews, maintain recruiting and hiring statistics for the Fair Employment Practices Report. Create and maintain applicant log for each vacancy announcement.
- Administer background checks and investigations, including fingerprinting. Issue credentials and identification cards to new employees. Manage Facility Access Card (FAC) program.
- Assist and advise new and existing employees on payroll and benefit related matters, and ensure requested actions meet applicable policies and requirements.

- Manage Intern/Extern Program.
- Coordinate and conduct new-hire orientation for incoming staff to include a review of payroll information, personnel policies, procedures and benefit options.
- Research and assist with training activities related to human resources matters, such as assisting with preparing materials and resources, and scheduling resources.
- Perform other administrative duties as needed.

**Minimum Experience and Education Requirements:** High school diploma or equivalent and one year of specialized experience or bachelor's degree is required. Specialized experience is defined below.

**Specialized Experience:**

Progressively responsible experience in at least one or more functional areas of human resources management and administration (classification, staffing, training, employee relations, etc.) that provided knowledge of the rules, regulations, terminology, etc. of the area of human resources administration.

**Background Check:**

This is a **high-sensitive position** that requires a Moderate Risk Background Investigation (MBI), upon hire, with a reinvestigation every five years. The MBI will include inquiries into financial, legal, arrest and criminal records. Retention depends upon a favorable suitability determination.

**Conditions of Employment:** Applicants must be United States citizens or eligible to work in the United States. Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants upon request. Employees are "at will" and can be terminated with or without cause by the court. Electronic direct deposit of salary payments is mandatory.

**Benefits:** Benefits include annual leave, sick leave, paid parental leave, paid holidays, immediate matching Thrift Savings Plan, pre-tax programs, and insurance plans (i.e., health, life, vision, dental, and long-term care). Credit for prior government service.

**Application Process:** Individuals interested in being considered for this position are asked to submit a letter of interest, indicating location preference (Albany or Syracuse) and resume through our HR Application System (click on Human Resources Coordinator title below):

**Human Resources Coordinator**

*If you fail to provide the required documents, your application package may be considered incomplete and may not be considered. Participation in the interview process will be at the applicant's own expense. The Court will not pay for relocation expenses. Only those applicants selected for an interview will be contacted. The Northern District of New York reserves the right to modify the conditions of this job announcement; to withdraw the job announcement, to fill the position earlier than the closing date or to fill more than one position. Any of which may occur without prior written notice. The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis. EOE.*