



**UNITED STATES PROBATION OFFICE  
MIDDLE DISTRICT OF FLORIDA**

**VACANCY ANNOUNCEMENT**

**No. 2018-10  
Tampa, Florida**

**OPENS: May 31, 2018**

**CLOSES: June 30, 2018**

**DUTY STATION:**

**Tampa, Florida**

**POSITION:**

**Human Resources Specialist**

**SALARY RANGE:**

**\$40,464 - \$71,528 (CL 25/1 - CL 26/61)\***

**\*\*Promotional opportunity is based on performance and budget without further competition.**

**Position Overview:**

U.S. Probation for the Middle District of Florida is recruiting for an experienced individual to serve as a Human Resource Specialist. The HR Specialist will provide specialized administrative and technical support for human resources programs.

**Representative duties:**

Maintains and monitors human resources records, including payroll and leave records using the Human Resources Management Information System (HRMIS) or other electronic databases.

Tracks and enters time- sensitive data, such as employees' dates of promotion, and step increases. Maintains leave and timekeeping records.

Manages the performance review process in HR system.

Processes a variety of human resources and payroll actions such as appointments, promotions, and separations.

Processes and issues new employee credentials and identification cards. Assists with fingerprinting all new employees as required and conduct background checks. Assist with intern/extern programs.

Administers the court's benefits program; including maintaining and distributing benefits materials, processing forms and addressing routine benefits questions and resolving benefits issues. Processes workers' compensation claim.

Assists with recruitment efforts, such as preparing vacancy announcements, coordinating interviews, administer employment tests. Maintains recruiting and hiring statistics for the Fair Employment Practices Report. Creates and maintains applicant log for each vacancy announcement.

Assist with training activities, such as maintaining training records in the agency's learning management system, preparing material, and scheduling resources.

Supports Human Resources Manager with other human resources related events, such as pre-hire and onboarding activities.

Occasional travel is required.

### **Education & Experience:**

A bachelor's degree in human resources or a related field and a PHR or SPHR certification is strongly preferred. The ideal candidate will possess a graduate degree in management, human resources, or a related field, or will be working towards one. Significant related work experience may be substituted.

Significant experience in Human Resources administration, recruitment, training, benefits and any other experience that provide knowledge of rules, regulations, procedures and practices of human resources administration. Experience working in a team environment and a strong work ethic. **Ability to maintain confidentiality, demonstrate sound judgment and handling of sensitive material is essential.** Solid computer skills are required, including proficiency in Adobe Acrobat and Microsoft Office.

### **Personal Characteristics and Skills:**

The Middle District of Florida strives to maintain and grow a productive, progressive, and positive culture, and we recruit and retain staff that promote, reflect, and thrive in that environment. Successful candidates must be leaders and motivators; must be mature and highly organized; must possess tact, good judgment, poise and initiative; and must maintain a professional appearance, demeanor, and strict confidentiality at all times. A successful candidate will possess the following qualities: optimistic, introspective, honest, helpful, curious, adaptable, committed, strong work ethic, and be accountable.

The successful applicant must have excellent research, writing and proofreading skills. They must also possess the ability to work well with others and be capable of learning and applying new technologies. The successful applicant must be able to multitask, be highly self-motivated and proactive. The ideal candidate will have demonstrated ability to handle assignments from start to finish with little supervision or guidance and whose work is of the highest caliber.

The ability to work in a fast-paced and deadline driven environment, and the ability to work both independently and as part of a team is a must.

Desire for continued learning and development. Additionally, they will have demonstrated initiative and eagerness to learn and take on new challenges.

### **Conditions of Employment:**

The selectee will be subject to a background investigation to include an FBI fingerprint check.

Applicant must be a U.S. citizen or a permanent resident seeking citizenship.

Work is performed in an office setting. Travel may be required to other offices in the district and to other locations.

### **Benefits:**

- Paid sick and vacation
- Participation in health insurance program
- TSP (similar to a 401K)
- Minimum of 10 paid holidays
- Salary progression based on acceptable performance
- Mandatory Electronic Fund Transfers

**Application Procedure:** Candidates **must** submit a cover letter, application, **detailed resume** and salary history to:

U.S. Probation  
HR Manager (#2018-10)  
3036 S. Falkenburg Road  
Riverview, FL 33578

To obtain a copy of the application, paste this link into your browser address bar.

<http://www.flmp.uscourts.gov/sites/flmp/files/application1v2.0.pdf>

Due to the volume of applications received, receipt of individual applications will not be acknowledged. Only the most qualified applicants will be contacted for an interview. Persons selected to interview will be required to travel at their own expense.

Incomplete applications will not be returned, retained, or considered.