



U.S. Probation Office Western District of Arkansas

Budget & Personnel Specialist

ANNOUNCEMENT #: 21-USPO-04
POSITION TYPE: Full-time, Permanent
DUTY LOCATION: Fort Smith, Arkansas
SALARY RANGE: CL-27/28 \$51,709-\$100,739 (depending on experience and qualifications; promotion potential to CL-28 without competition if hired at CL-27 level)
OPENING DATE: Thursday, April 8, 2021
CLOSING DATE: Open until filled; applications received by 4:30 PM CST on Thursday, April 29, 2021 will be given preference.

POSITION OVERVIEW

The U.S. Probation Office in the Western District of Arkansas is seeking applications for a Budget & Personnel Specialist. The Budget & Personnel Specialist performs and coordinates administrative, technical, and professional work related to budget and human resources, supporting law enforcement and non-law enforcement staff. The incumbent ensures compliance with appropriate guidelines, policies, and approved internal controls related to budget and human resources management.

SUMMARY OF DUTIES

- Develop and maintain all recruitment related records, including position announcements, interview information, and recruitment files. Prepare vacancy notices, review and rank applications, and coordinate and participate on interview panels. Conduct job analyses and make appropriate recommendations to the court unit.
- Coordinate and conduct new-hire orientation for new employees to include a review of payroll information, personnel policies and procedures, and benefit options.
- Assist and advise new and existing employees on payroll and benefit related matters and ensure requested actions meet applicable policies and requirements. Assist with organizing and conducting annual benefits open season.
- Process a variety of personnel and payroll actions such as appointments, promotions, separations, terminations, etc. Monitor and ensure all staffing and payroll actions are processed in a timely and correct manner.
- Coordinate with management on the assessment and evaluation of staff performance throughout the year and maintain a tracking system for employee evaluations and step increases.
- Advise management and employees on human resources matters, procedures, and practices. Provide advice on employee relations, disciplinary actions, performance management, staffing, benefits, and related issues.
- Serve as the official timekeeper for the court unit.
- Assist in the development of an annual spending plan and identify amounts required to pay personnel and to maintain basic mandatory operations, as well as amounts needed to support desired enhancements.
- Review spending and fund balances routinely and recommend reprogramming actions to cover projected shortfalls. Ensure allotment levels are not exceeded and obligations are not made in advance of an appropriation, allotment, or reprogramming transaction. Participate in advance review and approval of major purchases.
- Prepare and electronically submit the monthly Electronic Status of Funds report.
- Provide budget forecasting reports to the unit executive on a monthly basis in order to track spending priorities and ensure that the total court unit allotment will not be exceeded.
- Perform other duties as assigned.

REQUIRED EXPERIENCE & QUALIFICATIONS

Level	Minimum Experience
CL-27	Two years of specialized experience, including at least one year equivalent to work as a CL-26.
CL-28	Two years of specialized experience, including at least one year equivalent to work at the CL-27.

Specialized experience is defined as experience in the human resources, financial, or business field that provided knowledge of the rules, regulations, practices, and principles of financial and human resources administration, and involved the routine use of automated financial/human resources and accounting systems or other computer-based systems and applications such as word processing, spreadsheets, or databases.

- Ability to analyze financial data and develop recommendations for management approval.
- Proven skill and accuracy in mathematical calculations and data entry; ability to learn the judiciary financial systems.
- Excellent communication and interpersonal skills, both oral and written.
- Excellent organizational skills, including ability to manage multiple high impact projects and priorities within strict deadlines in a fast-paced environment.
- Self-starter with demonstrated analytical and problem-solving skills, professional demeanor, and ability to exercise sound judgment.
- Experience working in a team environment and possess a strong work ethic.
- Extensive experience with and knowledge of MS Office products, such as Word, Excel, and Adobe Acrobat.
- Prior human resources, financial, or budget experience in a federal court is preferred.
- A bachelor's degree in a related field, such as human resources, accounting, finance, business, etc. is preferred.

BENEFITS

Judiciary employees are eligible for a full range of benefits such as paid vacation and sick leave, paid holidays, retirement benefits that include a defined contribution program and the Thrift Savings Plan (TSP). TSP is a 401(k) equivalent program that includes matching contributions. Additional benefits include health and life insurance, disability and long-term care insurance, dental and vision insurance and a Flexible Benefits Program which includes medical and dependent care reimbursement. Additional benefit information is available at <http://www.uscourts.gov/careers/benefits>

BACKGROUND INVESTIGATION REQUIREMENTS

This is a High Sensitive position within the Judiciary. The selected candidate must successfully complete a five-year background investigation with periodic updates every five years thereafter. Any applicant selected for a position will be hired provisionally pending successful completion of the background investigation. Unsatisfactory results may result in termination of employment.

CONDITIONS OF EMPLOYMENT

Applicants must be a U.S. citizen or be eligible to work in the United States. The position is subject to mandatory electronic fund transfer (direct deposit). Judiciary employees serve under excepted appointments and are considered "at will." Employees are required to adhere to the Code of Conduct for Judicial Employees which can be found at www.uscourts.gov.

APPLICATION PROCEDURES & INFORMATION

Qualified applicants should submit a complete application packet which includes a letter of interest, a current and detailed resume, list of three professional references, and a completed Application for Judicial Branch Federal Employment (Form AO-78). You may download this form from www.uscourts.gov. Attachments must be saved as a single PDF file. Please reference the vacancy announcement number in the subject of the email. Email your complete packet to: heather_burns@arwp.uscourts.gov.

The United States District Court for the Western District of Arkansas is an Equal Opportunity Employer and values diversity in the workplace. The U.S. District Court provides reasonable accommodations to applicants with disabilities in accordance with the American with Disabilities Act. If you need a reasonable accommodation, please notify human resources.

The Court reserves the right to modify the conditions of this job announcement or withdraw the announcement, which may occur without prior written or other notice. If a subsequent vacancy of the same position becomes available within a reasonable timeframe of the original announcement, the Clerk of Court may elect to select a candidate from the original qualified applicant pool.

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