



**UNITED STATES DISTRICT COURT
DISTRICT OF MONTANA
OFFICE OF PROBATION AND PRETRIAL SERVICES**

**Russell E. Smith Courthouse
Missoula, MT**



Nestled in the Northern Rockies of Montana, surrounded by seven wilderness areas and at the confluence of three rivers, Missoula is an outdoor enthusiast's dream.



Hiking, rock climbing, fishing, bicycle riding, cross country and downhill skiing, horseback riding, kayaking, rafting, and golfing are some of the popular outdoor activities.



Missoula is the setting for the 1976 fly-fishing novella by Norman Maclean, *A River Runs Through It*.

VACANCY ANNOUNCEMENT # 07P:2019

POSITION: Human Resource Specialist
DATE OPEN: June 19, 2019
CLOSING DATE: Extended to July 26, 2019
APPOINTMENT DATE: Flexible
DUTY STATION: Missoula, MT
SALARY RANGE: CL-26 to CL-27 (\$45,321 - \$80,933)

The Probation Office for the District of Montana has 4 divisional offices and 3 satellite offices, and currently employs 48 officers and 15 support staff. The judicial district consists of three Article III judges, three senior judges, and three magistrate judges.

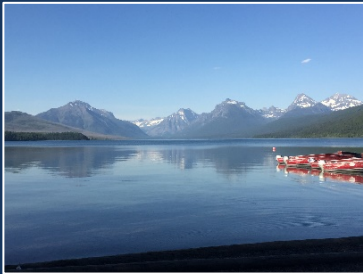
This position is part of the Administrative Services Division for the District of Montana which serves the administrative needs of all three court units and is managed by the Chief Deputy of Administration.

Representative Duties and Responsibilities:

- Assists in the implementation and management of human resources policies, procedures and standards for the office. Researches, analyzes, develops, and recommends policies, procedures and standards. Advises management on personnel matters.
- Assists the chief probation officer in the formulation, implementation and assessment of office practices, policies and procedures.
- Handles inquiries from probation personnel and the public and maintains confidentiality of sensitive matters.
- Provides technical advice and assistance utilizing the Human Resource Management Information System (HRMIS) on benefits, leave, pay, recruitment, and retirement.
- Develops and administers procedures for recruitment and selection of applicants for employment. Schedules, validates, and supervises the administration of job-related aptitude and skills tests.
- Conducts new employee orientation and exit interviews.
- Advises management on application of relevant classification standards. Updates and develops new job descriptions, performance evaluation standards and instruments.
- Manages the processing for all personnel and payroll actions.
- Works with management to address current and potential employee relations issues. Assures that practices comply with the Equal Employment Opportunity and Employee Dispute Resolution Plan and grievance and adverse action procedures. Develops and maintains fair employment policies and practices and ensures timely completion of annual fair employment practices information.



A journey 150 miles north of Missoula lands you among the jagged cliffs, glacier-fed lakes, and breathtaking scenery of Glacier National Park.



Missoula is an art lover's dream come true with its ever-growing community of artists, galleries, festivals, museums, and theaters.



- Maintains local personnel records including benefits, pay, performance appraisals, leave, and workers compensation.
- Assists management in identifying training needs for employee professional development.
- Works closely with and acts as a backup to the HR director for the District of Montana.
- Other duties as assigned.

Qualifications:

Completion of a bachelor's degree from an accredited college or university in a related field or two years of specialized experience, including at least one-year equivalent to work at the CL-25 level, are required. Specialized experience is defined as progressively responsible experience in at least one, but preferably two or more functional areas of human resources (classification, staffing, training, employee relations, etc.) that provided knowledge of the rules, regulations, terminology, etc. of the area of human resources administration.

- The incumbent must be able to handle confidential matters professionally and possess the ability to communicate effectively, both orally and in writing.
- Experience in federal judiciary human resources administration is preferred.
- Must be able to follow rules, policies, and procedures.

Employment Requirements:

Applicants must be a U.S. citizen or eligible to work in the United States. First time appointees considered for this position will undergo a background investigation and a credit record check. The incumbent will be subject to updated background investigations periodically.

The Court requires employees to adhere to the [Code of Conduct for Judicial Employees](#).

Employees are required to use electronic fund transfer (direct deposit) for payroll.

Travel within the District of Montana and outside of the district is required. Applicants must have and maintain a valid driver's license.

Applicants selected for interviews must travel at their own expense.

The U.S. Probation Office falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered at will employees.

Application Procedures:

Applicants should submit the following documents:

- A cover letter, resume, three professional references, and a completed, signed Application for Judicial Employment ([AO 78](#)).

Email applications as PDF attachments to Linda Beddow, Administrative Manager at Human_Resources@mtd.uscourts.gov

The Court reserves the right to amend or withdraw any announcement without written notice to the applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the chief probation officer may elect to select a candidate from the original qualified applicant pool.

The United States District Court is an Equal Opportunity Employer.