

**UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF MISSOURI**



**VACANCY ANNOUNCEMENT**

**Position:** Human Resources Manager/Training Specialist  
**Salary Range:** CL 30 \$100,102 - \$162,692 (Based upon qualifications)  
**Opening Date:** March 5, 2024  
**Closing Date:** March 18, 2024

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**Position Overview:** This position is located in the Bankruptcy Court's Clerk's Office in St. Louis, Missouri. The Human Resources Manager/Training Specialist performs professional and managerial work related to supervision of human resources and training programs and activities. The incumbent provides advice to judges, court executives, senior level staff and the Court unit, and supervises the Administrative Specialist. The incumbent ensures compliance with appropriate guidelines, policies, and approved internal controls. The position reports to the Chief Deputy Clerk.

**Representative Duties and Responsibilities:** The Human Resources Manager/Training Specialist performs duties and responsibilities which include, but are not limited to, the following:

Advises judges, court executives, senior level staff and the Court unit on human resources matters, procedures and practices.

Oversees and performs a full range of recruitment functions – creation of position descriptions and vacancy announcements, applicant screening, development of interview questions and creation of selection criteria.

Manages the human resources and training programs for the Court. Develops, implements, and administers fair and effective policies, procedures, practices, and standards.

Provides guidance to senior level staff on how to address issues related to performance management, attendance, and policy violations. Provides employee relations and human resources counseling to employees.

Oversees the administration of the automated Human Resources Management Information System (HRMIS).

Manages and administers judiciary and federal benefits programs.

Oversees personnel processing activities including new hires, pay changes, transfers, bonuses and separations. This includes ensuring compliance with appropriate guidelines, policies, management initiatives, employee equity standards, and approved internal controls.

Oversees the secure maintenance of human resources records, including all employee-related documents, payroll, and leave records.

Designs, develops and presents training programs, including but not limited to, new employee orientation, in-service workshops on technical and professional development topics, retreats and management/leadership training. Serves on the TFE Training Partnership committee.

Coordinates with the Federal Judicial Center and the Administrative Office of the U.S. Courts to determine educational programs, services and resources available which best meet local training needs.

**Qualifications and Educational Requirements:** To qualify for appointment, candidates must meet the following standards:

**Education:** A Bachelor's degree in human resources or a related field from an accredited college or university with progressive management experience is required.

**General Experience:** Progressively responsible experience that provides evidence the applicant has (1) a good understanding of the methods and administrative policies and procedures for accomplishing the work of an organization; (2) the ability to analyze problems and assess the practical implications of alternative solutions; (3) the ability to effectively communicate with others, orally and in writing; and (4) the capacity to employ the requisite knowledge, skills and abilities in the resolution of problems.

**Specialized Experience:** Progressively responsible experience in at least one but preferably two or more of the functional areas of human resources management and administration such as recruitment and staffing, classification and compensation, benefits, performance management, and employee relations.

Progressively responsible specialized experience in administrative, supervisory, managerial, internal control processes or professional work which provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies and theories of management. Excess specialized experience may be substituted for required general experience.

The successful candidate must: have strong customer service skills; have a proactive problem-solving approach; have mature and decisive judgment; have the ability to handle matters discreetly and confidentially; have a professional demeanor and possess excellent computer skills with a demand for accuracy and quality assurance; be detail oriented, with outstanding organizational skills; be capable of managing a variety of projects and duties in a timely manner; have good judgment with the ability to apply concepts to determine the appropriate action to be taken; possess exceptional verbal and written communication skills; be dependable and have the ability to work independently. The applicant must be able to demonstrate a history of successful interactions with judicial officers, members of the Bar, other federal agencies and the general public.

Applicants must be U.S. Citizens or meet the exceptions to the statutory restriction on origin non-citizens to work in the federal government in the continental United States.

**Employee Benefits:** The U.S. Bankruptcy Court offers excellent opportunities for training and career development. Court employees are covered by the Court Personnel System (CPS). Federal Civil Service classifications or regulations do not apply; however, Court employees are entitled to substantially the same benefits as other Federal Government employees. This position is subject to mandatory electronic fund transfer participation for payment of net pay. All employees are required to adhere to the Judicial Code of Conduct and the Court's policies and procedures. This Court is an equal opportunity employer.

**How to Apply:** Submit a completed application for judicial branch employment, form AO-78 (available at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>), a detailed resume and cover letter.

Submissions must be made via email to: [hr@moeb.uscourts.gov](mailto:hr@moeb.uscourts.gov). The subject line for your submission must read -- Job announcement 24-01, Human Resources Manager/Training Specialist.

*The Court reserves the right to modify the conditions of this job announcement, withdraw the announcement, or fill the position at any time, any of which may occur without prior written or other notice.*