



**Fresno, California**  
[www.caed.uscourts.gov](http://www.caed.uscourts.gov)

**Position Details**

**Classification Level:** 25-27  
**Full Salary Range:** \$49,609 – \$97,587  
**Closing Date:** 4:00 pm, Friday, May 22, 2026

**How to Apply:**

**For consideration, applicants must submit the following:**

- 1) An introductory cover letter**
- 2) A completed Application for Judicial Branch Federal Branch Employment, form AO-78 (found on the *Careers* page of the court's website)**

**Materials must be received as e-mail attachments in PDF format sent to: [CAED-HR@caed.uscourts.gov](mailto:CAED-HR@caed.uscourts.gov)**

**Please reference "2026-20" in the subject line of your message.**

**In addition to completeness, materials will be reviewed for attention to detail, organization, and overall professionalism of presentation. Incomplete materials will be disqualified from consideration.**

The Clerk's Office is seeking applicants for a Human Resources (HR) Specialist position in our Fresno office. The position provides an excellent opportunity to launch or continue a career in federal public service and to advance a career in HR.

The incumbent will be an integral part of a three-person HR team supporting approximately 220 employees and judges who work in our main Sacramento courthouse, our divisional Fresno courthouse, and our satellite Bakersfield, Redding, and Yosemite courthouses. The incumbent will report to an HR Manager in Sacramento and will be our sole, on-site HR person in Fresno. Work will be performed onsite in Fresno with a regular Monday-Friday, 40 hour per week work schedule. Occasional telework (up to 1-2 days per week) may be available after the conclusion of an initial training period.

Primary duties and responsibilities will include the following:

- Provide information and guidance to judges, managers, supervisors, and other court staff on a wide variety of HR policies, procedures, standards, and payroll and benefit related matters. Develop, coordinate, and facilitate HR policy, benefits, and systems related training as needed.
- Develop and utilize spreadsheets and other documents to track and document a wide range of staffing, payroll, and employee recognition actions (e.g., appointments, separations from service, retirements, within-grade pay increases, promotions, service awards, etc.). This includes preparing documents, obtaining approvals, and entering and ensuring actions are processed in a timely and accurate manner in a PeopleSoft Human Resources Management Information System. Ensure all necessary supporting documentation conforms to requirements and is filed and maintained in local records.
- Handle onboarding and exiting activities for assigned employees, judges, and law school student volunteers. This includes preparing supporting paperwork and documents, scheduling and conducting orientation and exit meetings, and ensuring access and identification credentials are issued and collected.
- Administer a Performance Management process for Clerk's Office employees. This includes creating, distributing, and tracking evaluation templates, filing completed documents, and assisting with efforts to enhance and improve the process and documents used.

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Opportunity Announcement  
#2026-20  
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**Benefits:**

- Paid Holidays
- Annual & Sick leave
- FERS Retirement Coverage
- Thrift Savings Plan
- Health Insurance
- Dental, Vision & Life Insurance
- Flexible Spending Accounts
- On Site Gym

**For more information about  
benefits go to:  
[www.uscourts.gov](http://www.uscourts.gov)**

- Manage assigned recruitment efforts. Support provided will vary by position being recruited and may include determining and using best methods to source applicants, developing and posting opportunity announcements, reviewing and ranking application materials, conducting initial telephone interviews of top ranked applicants, coordinating interview panels, checking references, and coordinating offers of employment, and maintaining all recruitment related records.
- Serve as an official timekeeper by monitoring and processing employees' time and attendance records in a PeopleSoft Leave Tracking module. Ensure transactions are properly documented and records adhere to appropriate rules and regulations.
- Administer a background check and criminal history fingerprinting program for assigned employees, contractors and law school student volunteers by verifying applicant information, taking fingerprints, completing and filing necessary forms, tracking and reporting results, and developing and maintaining related records.
- Develop and implement a variety of HR related tools and resources (e.g., checklists, how-to documents, etc.) for internal HR use and for use by new and existing employees, supervisors, and judges to promote and increase HR-related knowledge, accuracy, consistency, and efficiency.
- Other HR related clerical and administrative duties may be assigned as are appropriate for the position classification.

**QUALIFICATIONS AND STARTING SALARY**

To minimally qualify, applicants must possess at least one year of progressively responsible HR related work experience that reflects work in at least one but preferably two or more of the functional areas of Human Resources (e.g., classification, staffing, training, recruitment, employee relations, payroll and/or benefits administration, etc.). Completion of a 4-year bachelor's degree may be substituted for all or a portion of the minimum requirement.

Applicants must also possess the following:

- Outstanding verbal and written communication skills, excellent customer service, organization, and record keeping skills.
- Excellent attention to detail.
- Knowledge and skill in using Microsoft Word and Excel.

- The ability to adapt to different communication styles and to maintain a consistently friendly and approachable demeanor.
- The ability to multi-task and be a problem solver who is solution oriented.
- The ability to work both independently and collaboratively.
- The ability to maintain and respect confidentiality and foster collegial relationships.
- The ability to consistently adhere to high standards of professional performance and conduct.

Preference will be given to applicants who possess the following:

- Completion of a 4-year degree in a related field of study and/or completion of other HR related training and/or certifications.
- Additional years of HR experience beyond the minimum required
- Experience handling employee payroll and benefits, recruiting, and onboarding and exit processes is highly preferred. HR experience gained in a federal court agency is also highly preferred.

The position covers three classification levels (CL), CL 25, 26, and 27. Starting salary is expected to be set between step 1-25 of either the CL 25 or CL 26 based on the selected candidate's experience and overall qualifications.

CL 25 step 1 – 25: \$46,609 - \$62,033

CL 26 step 1 – 25: \$54,646 - \$68,312

CL 27 step 1 – 25: \$60,033 - \$75,055

A candidate appointed at classification level CL 25 or 26 will have promotional potential to CL 27 without further competition. Consideration for appointment at a higher step (i.e., between steps 26 – 61) or a CL 27 may be given to applicants who possess unusually high qualifications and/or are transferring from a federal agency.

#### DISCLOSURES

- The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.
- Only qualified applicants will be considered for this position and participation in the interview process will be at the applicant's own expense. Relocation expenses will not be provided.
- Court employees are subject to a Code of Conduct. A copy can be found on the *Careers>Employment Information>Code of Conduct* section of the court's website at [www.caed.uscourts.gov](http://www.caed.uscourts.gov).

- Applicants must meet citizenship requirements to work for the United States government. Requirements can be found through the *Careers>Employment Information>Disclosures* section of the court's website at [www.caed.uscourts.gov](http://www.caed.uscourts.gov).
- Court employees serve under "Excepted Appointments" and are considered "at will" employees exempt from Federal Civil Service classifications and regulations. California employment laws also do not apply. Court employees are entitled to the same benefits as Federal Civil Service employees.
- The selected candidate must successfully complete an initial ten-year background investigation, and every five years thereafter will be subject to an updated investigation like the initial one. All information provided by applicants is subject to verification and background investigation. False statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- If selected for first-time appointment, a one-year initial performance evaluation period (IPEP) must be completed. Failure to successfully complete the IPEP may result in termination of employment.