



UNITED STATES DISTRICT COURT FOR THE DISTRICT OF UTAH

SALT LAKE CITY, UTAH

VACANCY ANNOUNCEMENT

HUMAN RESOURCES ASSISTANT

09-UTD-26

OPEN DATE: SEPTEMBER 21, 2026

CLOSE DATE: OPEN UNTIL FILLED

PREFERRED DATE: OCTOBER 5, 2026

The U.S. District Court for the District of Utah is seeking a highly motivated, very organized, detail oriented and customer focused professional for a Human Resources Assistant position. The incumbent will be a member of the consolidated/shared human resources department that supports the U.S. District Court and U.S. Probation and Pretrial Services. This is a full-time position and is a Court Personnel System CL24.

The Human Resources Assistant collaborates with a team of two others HR professionals to execute all responsibilities and functions related to HR services for multiple court units, supporting judges, chambers, court unit executives, operational & administrative staff, law enforcement officers, and the Administrative Office. The successful candidate should display initiative, exude confidence, demonstrate the ability to handle shifting priorities with tact and professionalism, and be able to provide excellent customer service.

REPRESENTATIVE DUTIES:

- Perform reception duties by greeting visitors/callers in person and on the telephone, answering routine questions, and directing visitors/callers to the appropriate person or department.
- Maintain and monitor payroll and leave records while adhering to national and court guidelines, including timesheet review, distribution and verification of certifications, data entry and report generation. Resolve any discrepancies and notify supervisors of needed corrections.
- Assist in providing general guidance to managers and staff on leave matters and ensure compliance with all leave policies and procedures.
- Assist with the issuance of identification/access cards.
- Conduct fingerprinting for all newly hired employees, interns, and employees requiring reinvestigations.
- Assist with training activities related to human resources matters within the court unit, such as conduct training, maintain training records, assist with preparing materials and resources, and schedule resources (e.g., meeting rooms, web-based resources, etc.).
- Enter data into various Human Resources Management Information System (HRMIS) applications. Generate standard reports from databases and systems. Gather and organizes data from required reports such as fair employment practices, telework, staffing, workers compensation and intern/extern data, etc.
- Administers intern/extern on-boarding process. Enter and maintain information into the Employment Suitability module and subsequently notify hiring manager when background is complete.
- Assist in coordinating interviews and conducting reference checks. Assist in administering background and investigation checks, and pre-employment tests.
- Assist with benefit program coordination, including maintaining and distributing benefits materials, processing forms, and answering routine benefit questions. Assist with local benefit fair.
- Assist with employee recognition programs and other human resources related events, such as blood

drives, combined federal campaign, and employee events.

- Maintain, update, and track paper and electronic files. Scan, copy, and file documents.
- Assist other departments (jury, finance, operations), as needed.
- Perform other related duties, as assigned.

QUALIFICATIONS & REQUIREMENTS:

- To qualify at the CL-24, applicants must be a high school graduate or equivalent, have two years of general experience and one year of specialized experience.

The successful applicant must be a high school graduate or equivalent, possesses at least two years of progressively responsible office/clerical experience. To qualify for the CL24 applicants must also have one year of specialized experience in human resources or similar field. Applicant should have basic knowledge of human resource methods and practices, demonstrated ability to process issues with discretion, confidentiality and a meticulous attention to detail, ability to work as a team member to achieve a common goal, effectively communicate with others both orally and in writing and must be proficient in the use of automated equipment including Word, Excel, Adobe, and payroll and database applications. Applicants should be well groomed and exhibit a professional appearance. Applicants should be able to reach, bend, kneel and lift up to 40 lbs.

A bachelor's degree in a related field is preferred and may be substituted for general work experience. Previous experience using SharePoint would also be preferred.

SALARY AND BENEFITS:

The salary for this position is a CL24 (\$44,701 - \$55,882) depending on length and relevance of experience. There is potential promotional opportunity to a CL25 without further competition. The position falls within the Judicial Branch of the U.S. Government and the benefits include: health, dental, vision, life, long-term care, paid vacation and sick leave, FERS-FRAE retirement benefits, and tax deferred savings plan. This position is subject to mandatory direct deposit participation.

CONDITIONS OF EMPLOYMENT:

All application information is subject to verification. Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation with periodic updates every five years thereafter. The Human Resources Assistant is an excepted service position, serves at the pleasure of the court, and is an 'at will' employee who can be terminated with or without cause. All judiciary employees are required to adhere to the Judicial Code of Conduct.

APPLICATION INSTRUCTIONS:

Qualified candidates are invited to submit:

1. Letter of application outlining your interest in working in Human Resources
2. Detailed resume including education, previous employment, and salary history
3. Application for Judicial Branch Employment ([AO78](#))

The application from ([AO78](#)) is available on the court's website <http://www.utd.uscourts.gov> or at the address listed below from 9:00 a.m. to 4:30 p.m. Monday - Friday. Application packages will be accepted until the position is filled, but a preferred application date is October 5, 2026. Incomplete applications will not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed. Applicants who are invited to interview may advise the Human Resources Office if an accommodation is necessary.

Please email application packages in PDF format to UTD_HumanResources@utd.uscourts.gov

Or mail or hand deliver to:

United States District Court
Attn: Human Resources
351 South West Temple, Suite 2.117
Salt Lake City, UT 84101