



United States District Court Southern District of West Virginia

Career Opportunity

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EEO Employer

POSITION:

Human Resources Specialist

JOB DESCRIPTION:

Performs and coordinates administrative, technical, and professional work related to human resources programs for the Clerk's Office, Chambers staff, and Probation Office. Must have extensive knowledge of benefits administration, recruitment, classification, payroll, workers' compensation, personnel action processing, records maintenance, performance management, etc.

LOCATION:

Charleston, WV

QUALIFICATIONS:

Skill in the use of automated systems for human resources activities required. Must have strong organizational and analytical skills and be able to adhere to stringent deadlines. Must demonstrate strong oral and written communication skills and ability to interact tactfully with a wide variety of people. A Bachelor's degree, preferably in human resources, is required. FBI fingerprint check, credit check, and OPM background investigation required.

HOW TO APPLY:

Send cover letter, resume, and salary history to: Nancy Woodall (Vacancy Announcement 11-PO-03), P.O. Box 2546, Charleston, WV 25329-2546. Applications must be postmarked by **May 20, 2011**. Position open until filled.

