



U. S. Probation Office  
Middle District of North Carolina  
101 S. Edgeworth, Ste R312  
Greensboro, NC 27401

#### Benefits:

Federal Benefits Include:

- Paid Annual Leave
- Paid Sick Leave
- Paid Parental Leave
- 11 Paid Holidays
- Pre-tax benefit programs
- Health Insurance
- Vision/Dental Insurance
- Group Life Insurance
- Long-Term Care Insurance
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP) - 401(k) styled investment program with up to 5% match

The U. S. Probation Office for the Middle District of North Carolina is an Equal Opportunity Employer.

## U. S. DISTRICT COURT MIDDLE DISTRICT OF NORTH CAROLINA **Human Resources Specialist** **VACANCY #26-07**

**LOCATION:** Greensboro, NC

**REPORTS TO:** Chief Probation Officer

**STATUS:** Permanent

**CLASSIFICATION:** CL27- CL28  
depending on qualifications and experience

**POSTED:** March 20, 2026

**SALARY RANGE:** \$59,732 - \$116,394

\*\*Position has promotion potential up to CL28 without further competition.

**Please note: Transfers from other districts are being accepted**

**CLOSING DATE:** Open until filled. First consideration will be given to applicant packets received by April 8, 2026.

#### **Position Overview**

The Human Resources Specialist will be an integral part of the office by leading and developing employee engagement/retention, wellness, and other initiatives that improve organizational culture. The position will also assist management in leadership development, performance management, and succession planning. Finally, the specialist performs and coordinates administrative tasks including time/attendance, human resources policies, and ensuring compliance with guidelines, policies, and approved internal controls.

#### **Representative Duties**

- Implement and administer human resources policies, procedures, and activities that focus on recruiting, developing, and engaging staff.
- Assist in development and facilitation of various staff programs, including wellness and leadership development.
- Provide information and guidance to managers to support performance management.
- Develop, perform, and maintain all recruitment activities and related records.
- Coordinate and conduct new-hire orientation for new employees.
- Assist and advise new and existing employees on payroll and benefit related matters.
- Process a variety of personnel and payroll actions such as appointments, promotions, and separations. Monitor and ensure all staffing and payroll actions are processed in a timely and correct manner.
- Manage background check and fingerprinting programs.
- Develop, coordinate, and facilitate technical training for new and existing employees on human resource related automated system.
- Develop and maintain content for the human resources section of the Intranet website.
- Establish and maintain personnel files and records, in accordance with the relevant record retention guidelines.

## HR Specialist (#26-07)

How to Apply: Applicants must submit ONE PDF document containing the following to

[HR@ncmp.uscourts.gov](mailto:HR@ncmp.uscourts.gov)

- (Include Last Name-First Name- #26-07 in Subject of Email)
- Cover Letter (not to exceed two pages) addressing the following:
  - An explanation of how your skills and experience would contribute to our organization;
  - Experience related to employee development and retention;
- Resume
- Application for Federal Judicial Employment found at:

<https://www.ncmp.uscourts.gov/employees>

Due to the high sensitivity of this position the Optional Background Questions (18-20) on the AO 78 form must be answered.

### Conditions of Employment:

Applicants must be U. S. citizens or eligible to work without restriction in the United States.

- Selected candidate must successfully complete an FBI background investigation with law enforcement agencies including fingerprint, criminal, financial and employment records check.

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## **Minimum Qualifications for CL27**

Two years of specialized experience; or

Completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
- Standing in the upper third of the class;
- "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology;
- Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies; or
- Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in business or public administration, political science, criminal justice, law, or other fields closely related to the subject matter of the position.

## **Preferred Qualifications**

In addition to the minimum qualifications, **preference will be given** to applicants who can demonstrate the following skills and abilities:

- Human resources education/experience focused on HR's role in developing organizational culture, empowering staff, and assisting managers in building high performance teams.
- Excellent interpersonal skills and the ability to communicate effectively both verbally and in writing.
- Excellent organizational skills, the ability to respond to requests on short notice, the ability to maintain confidential information, and the ability to manage multiple tasks and stringent deadlines.
- Strong knowledge of procedures and practices as they relate to human resources management and personnel processing. Broad knowledge of recruitment, retention, staffing, compensation, benefits, performance management, and adverse actions.
- Basic understanding of current laws as they apply to human resources concepts.
- Previous/current affiliation with a human resources association.

## U.S. Probation Officer (#26-06)

- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judicial Policy, and are bound by the Code of Conduct for Judicial Employees.
- Employees are considered "at will" employees.
- Employees are required to use direct deposit for payroll.
- The organization reserves the right to assign/reassign and employee to any location within the district based on the needs of the organization.

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.

Starting salary commensurate with work experience, education, prior/present day pay history and previous federal court experience.

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**Failure to submit the required documents in one pdf document will result in immediate disqualification. Incomplete applications will not be considered, retained, or returned.**

**Qualified candidates will be evaluated to determine those who are best qualified. This determination will be based on a review of the applicant's relevant experience, education, and training.**

**E-mail to: [HR@ncmp.uscourts.gov](mailto:HR@ncmp.uscourts.gov)**