

Position Title: Human Resources Specialist

Vacancy #: 26-02
Location: Columbia, South Carolina
Salary Range: CL-24/01 to CL-26/61 (\$44,701 - \$88,366) *
*Starting salary is commensurate with qualifications and experience. Current federal employees may be offered a lateral transfer. Position has future promotion potential to CL-27 without further competition.
Opening date: February 12, 2026
Closing date: Open until filled, with preference given to applications received by February 27, 2026.

Position Description

The Clerk's Office of the United States District Court for the District of South Carolina is seeking applicants for a fulltime permanent Human Resources Specialist for the Columbia division. The HR Specialist provides the full range of human resources services to Clerk's Office, Judges, and Chambers staff.

Representative Duties

- Process a variety of human resources and payroll actions including insurance benefit changes, appointments, promotions, separations, terminations, retirements, and within-grade increases.
- Ensure adherence to the *Guide to Judiciary Policy* and *Human Resources Manual* regarding human resources practices and separation of duties. Update internal controls policies and procedures relating to human resources.
- Assist in researching, developing, and recommending human resources related procedures and policies for the Court.
- Assist with benefits administration, including providing guidance to judges and employees, directing to the appropriate resources and assisting with enrollments, changes, and other qualifying life events. Assist judges and employees during annual benefits open season, providing information and direction on changes.
- Maintain and monitor human resources records, including payroll, leave and time keeping records using Human Resources Management Information System (HRMIS), adhering to national and court guidelines.
- Track and enter time sensitive data, such as employees' dates of promotion, performance evaluations, and step increases and inform supervisors.
- Assist with time and attendance reporting, including biweekly review and processing of employee timesheets. Ensure proper leave documentation is on file and all time and attendance records adhere to local and judiciary policy.
- Conduct assigned recruitment efforts, including preparing and posting vacancy announcements, assist in developing position descriptions, scheduling interviews, reference checks, and maintaining local recruitment files. Research and recommend ways to ensure wide and diverse recruitment outreach.

- Coordinate and conduct onboarding, orientation and training for new employees. Meet with separating and retiring employees on benefits and exit procedures. Provide guidance on completing paperwork.
- Assist with background check and investigation program, including taking employee fingerprints, completing and filing necessary forms, tracking and reporting results and maintaining recordkeeping systems. Issue identification cards and facility access cards.
- Assist in administration of performance management system, including tracking employee's due dates for performance evaluations and with-in grade increases, along with upcoming promotions due. Send out notices to employees and supervisors informing them of such dates. Maintain records to ensure timely processing of all appraisals.
- Administer volunteer (intern/extern) program, which includes conducting background processing, orientation and separation procedures.
- Process Workers' Compensation claims.
- Perform other related duties as assigned.

Qualifications and/or Educational Requirements:

Minimum Qualifications:

- Applicants must be a high school graduate, or equivalent, with a minimum of two years specialized experience to include progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws.
- Applicants must possess exceptional customer service skills, along with the utmost regard for confidentiality.
- Applicants must possess exceptional computer skills with a demand for accuracy and quality assurance.
- Applicants must be team players who are dependable, detail oriented, and able to work in a multitasking and fast-paced environment. This position encompasses a great deal of responsibility and requires a mature, self-motivated person with a professional attitude.
- Applicants must possess exceptional communication skills as frequent contact with a wide variety of individuals within and outside the judiciary is required.

Preferred Qualifications:

- Current or prior federal judiciary human resources experience.
- Bachelor's or graduate degree preferred.

Educational Substitutions:

Educational substitutions may be made for some of the required experience. Education above the high school level in accredited institutions may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience.

Benefits

The United States District Court is part of the Judicial Branch of the United States Government. Court employees are entitled to the same benefits as other federal employees. These benefits include:

- Eleven (11) paid holidays per year.
- Paid annual leave in the amount of 13 days per year for the first three years of employment; 20 days after three years; and 26 days after fifteen years of federal service.
- Paid sick leave in the amount of 13 days per year.
- Mandatory participation in the Federal Employees Retirement Program and Social Security Retirement Program.
- Optional participation in the Thrift Savings Plan (TSP), the Federal Employees Health Benefits (FEHB), the Federal Employee Group Life Insurance (FEGLI), the Federal Employees Dental and Vision Plans (FEDVIP), and the Judiciary's Flexible Spending Programs.

The following link is provided for additional information regarding benefits:

<https://www.uscourts.gov/careers/benefits>

Conditions of Employment

- Employees must be United States citizens or lawful permanent residents currently seeking citizenship or intending to become a citizen after meeting the eligibility requirements as outlined in Title 8 U.S.C. § 1324b(a)(3)(B).
- Employees are required to adhere to the *Code of Conduct for Judicial Employees*, which is available to applicants to review upon request.
- Employees of the United States District Court are excepted service appointments. Excepted service appointments are “at will” and can be terminated with or without cause by the Court.
- Employees in this position will be hired provisionally pending the successful completion of a background investigation with law enforcement agencies. Unsatisfactory results may result in termination of employment.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

Application Procedure

Qualified individuals must submit the following information and must be submitted in one PDF document:

- Cover letter.
- The Application for Judicial Branch Federal Employment (AO-78) – a link to the form is provided here <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>.
- Resumé.
- List of three professional references with current contact information.

Position is open until filled. Priority consideration will be given to applications received by **4:30 PM** on Friday, February 27, 2026. Submit completed application packet via email to personnel@scd.uscourts.gov and include “Vacancy #26-02” in the subject line. Hard copies and faxed copies of applications will not be accepted.

Incomplete applications will not be considered. All applicants will be screened to identify the most qualified and suitable candidate. Only applicants selected to be tested and/or interviewed will be notified. Unsuccessful applicants will not receive notice. Please do not contact the court to inquire about the status of your application.

Expenses for interviews or relocation are not authorized for reimbursement.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which may occur without any prior written or other notice.

In the event a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Clerk of Court may elect to select the next top-rated candidate from those who applied for the initial announcement without re-posting the position.

The United States District Court is an Equal Opportunity Employer