



## VACANCY ANNOUNCEMENT

United States Bankruptcy Court, District of Oregon

VACANCY #2026-01

**POSITION:** Human Resources Specialist  
**TYPE:** Full-Time  
**DUTY STATION:** Portland, Oregon  
**SALARY RANGE:** CL-28 (\$77,130--\$125,142)  
Pay is set based on qualifications and experience.

**POSITION AVAILABLE:** May 2026  
**POSTING DATE:** 01/27/2026  
**CLOSING DATE:** Open until filled – Submit your application by 02/15/2026 to ensure consideration. We will continue to review applications received after 02/15/2026 until the position is filled.

*Check the status of this position on the court's website at*  
<https://www.orb.uscourts.gov/employment>

The United States Bankruptcy Court for the District of Oregon is seeking qualified applicants for a full-time Human Resource Specialist in our Portland, Oregon office. The court has 4 judges (3 in Portland and 1 in Eugene) and 32 other employees, including chambers staff.

### **POSITION OVERVIEW**

The Human Resources Specialist performs and coordinates administrative, technical, and professional work related to human resources programs and training activities supporting both the clerk's office and judicial chambers. This includes ensuring compliance with appropriate guidelines, policies, and approved internal controls. The Human Resources Specialist conducts research, performs analyses, and conducts audits on data and trends to develop a variety of organizational, statistical, budgetary, and operational reports. The Human Resources Specialist makes recommendations to court unit executives and judges on staffing and budget impact, hiring practices, human resources policies, and matters affecting court administration and operations. The Human Resources Specialist is responsible for providing assistance with duties in other functional areas within the clerk's office as needed.

### **PRIMARY DUTIES**

- Advise the clerk, chief deputy, judges, other managers, and employees on human resources matters.
- Implement and administer human resources policies, procedures, and standards. Research, draft, and recommend human resources policies for the court unit. Provide information and guidance to judges, executives, senior managers, and court staff on human resources matters, procedures, and practices.
- Provide recommendations for alternative organizational structure.
- Administer the performance management program and the employee recognition program.
- Assist with grievance and adverse action procedures.

- Perform duties related to benefits administration, recruitment, classification, staffing budget, payroll, workers compensation, personnel action processing, records maintenance, etc. for the clerk's office and judicial chambers.
- Maintain local personnel files, including payroll, leave records, and other accountability documents for audit purposes.
- Manage background check and fingerprinting program by verifying applicant employment, checking references, taking employee fingerprints, completing and filing necessary forms, tracking and reporting results, and developing and maintaining record keeping systems.
- Coordinate and conduct new-hire orientation for new clerk's office and chambers' employees to include a review of payroll information, personnel policies and procedures, and benefit options.
- Monitor and ensure all staffing and payroll actions are processed in a timely and correct manner.
- Serve as the official timekeeper for the court unit. This includes monitoring and processing employees' time and attendance related records and ensuring that transactions and records adhere to appropriate policies, rules, and regulations.
- Coordinate the court's telework program, leadership development program, and other programs.
- Develop, coordinate, and facilitate technical training for new and existing employees on a wide variety of human resources related automated systems and HR related topics.
- Develop and maintain the content for the human resources section of the court unit's Intranet website.

## **QUALIFICATIONS and REQUIREMENTS**

### **Education and Eligibility Requirements:**

- Minimum of a high school diploma or the equivalent.
- Must be a U.S. citizen or eligible to work in the United States.

The successful candidate must demonstrate or possess at least 2 years specialized experience with skills closely related to position.

Specialized Experience is defined as progressively responsible experience in at least one but preferably two or more functional areas of human resources management and administration (classification, staffing, training, employee relations, etc.) that provided knowledge of the rules, regulations, terminology, etc. of the area of human resources administration.

Or

Completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) 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.

### **Knowledge and work experience in the following areas:**

- Knowledge of procedures and practices as they relate to human resources management and processing.
- Knowledge of recruitment and staffing, classification, compensation, benefits, performance management, adverse action procedures, and equal employment opportunity.
- Knowledge of reporting requirements for human resources reports, paperwork, transactions, and data.
- Knowledge of training resources, training policies, adult learning theories, career development theories, and needs assessment techniques. Skill in developing and presenting training programs.
- Skill in researching, analyzing, and developing human resources programs and local policies for the clerk's office and judicial chambers with varying needs and priorities. Skill in evaluating and analyzing organizational structures, staffing needs, and recruiting qualified candidates for all jobs in the clerk's office and judicial chambers. Skill in evaluating operational or administrative matters, developing recommendations, and addressing issues identified.

- Skill in developing statistics and statistical reports relating to staffing projections and various staffing scenarios. Skill in analyzing current and prior year staffing budget, recognizing trends, and making recommendations to court unit executives.

**Other Requirements:**

- Exceptional interpersonal skills and the ability to work collaboratively in a team environment.
- Maturity, good judgment, high ethical standards, and a positive work attitude.
- Strong organizational, analytical, and customer service skills, and attention to detail.
- Ability to multitask and consistently meet deadlines and targeted goals.
- Ability to understand and apply judicial policies and procedures in the area of human resources.
- Excellent computer proficiency, including the ability to learn the court's software programs, toggle between various open software programs, and work with electronic files and folders.
- Very good oral and written communication skills, and good proofreading skills.
- Ability to maintain confidentiality.
- Occasional travel to district offices or to training centers and seminars.
- Ability to telework in the event of an emergency situation, inclement weather and/or court closure.

**Preferred Work Experience:**

- Federal judiciary work experience in a closely related position.

**APPLICATION INSTRUCTIONS**

An application will be considered complete when all the required documents are properly submitted as instructed below.

Email the following list of required application documents to **hr@orb.uscourts.gov** and reference **Vacancy #2026-01** in the subject line.

**Documents must be submitted in a single PDF file in the following order:**

*Important: Do not attach MS Word documents or documents in any format other than PDF. The cover letter, resume, and any other documents you submit with the application must be combined into one PDF attachment.*

**1. Cover letter:**

- Reference job vacancy number **#2026-01**
- Include an email address in your contact information.
- Provide information about your work experience that demonstrates your ability to meet the qualifications for this position.

**2. Chronological resume which includes:**

- Education
- Work history
- Names and addresses of employers
- Dates of employment
- Work performed
- Significant accomplishments

**GENERAL INFORMATION**

- Applicants must be a U.S. citizen or eligible to work in the United States.
- This is a High-Sensitive position within the Judiciary. As a condition of employment, the selected candidate must

successfully complete a five-year background investigation and receive a favorable employment suitability determination. The background investigation will be updated every five years.

- Employees must adhere to the Code of Conduct for Judicial Employees which is available at: <https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>
- Excepted service appointments are “at will” and can be terminated with or without cause by the court.
- Employees are subject to mandatory Electronic Funds Transfer for payroll deposits.
- The best qualified applicants will be contacted for interviews. Interviews will be conducted via videoconference.
- This vacancy announcement is posted on the court’s internet web site at <https://www.orb.uscourts.gov/employment>
- Candidates not contacted for an interview should check the status of the position on court’s website by clicking on the employment link. The vacancy announcement will be removed from the employment page when the position has been filled.

## **BENEFITS**

The judiciary offers a number of exceptional benefits to its employees. As a judiciary employee, you may be eligible to participate in the following benefits programs. Information about federal judiciary employee benefits and compensation can be found on the United States Courts website career page:

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

- Paid Time Off
  - 13 days of vacation per year for the first three years of service, 20 days of vacation per year after three years of service, 26 days of vacation per year after fifteen years of service
  - 13 days of sick leave per year
- 11 paid holidays per year
- Medical coverage with a government contribution (choose from a variety of plans, health premiums may be deducted as pre-tax dollars, optional participation)
- Vision and dental insurance (optional participation)
- Life insurance program with a government contribution (optional participation)
- Long-term disability insurance for employees and eligible family members (optional participation)
- Flexible Spending Program (pre-tax contributions for health/dependent care/transportation expenses, optional participation)
- Public transportation subsidy (dependent on fiscal year funding)
- Federal Employees Retirement System (FERS)\*
- Thrift Savings Plan (employer matching, similar to 401K, optional participation)

*\*Participation in the Federal Employee Retirement System (FERS) is mandatory. Employees appointed to a position on or after January 1, 2014 contribute 4.4% of their base pay each paycheck to the Basic Benefit Plan. <https://www.opm.gov/retirement-services/fers-information/>*

## **Other Benefits:**

- Federal Occupational Health (FOH)/Employee Assistance Programs (EAP)
- Flexible and alternative work schedule opportunities
- [Public Service Loan Forgiveness Program](#)
- Virtual learning through the Judiciary Online University
- Telework program which allows employees to telework occasionally and in emergency or inclement weather situations. This is not a full-time telework position.

**The United States Bankruptcy Court for the District of Oregon is an Equal Opportunity Employer**

The United States Bankruptcy Court for the District of Oregon is an Equal Opportunity Employer and values diversity in the workplace. We encourage applications from all qualified individuals and seek a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources at [hr@orb.uscourts.gov](mailto:hr@orb.uscourts.gov). The decision on granting a reasonable accommodation will be made on a case-by-case basis.

The Court reserves the right to modify the conditions of this job announcement, withdraw the announcement, or fill the position sooner than the closing date, any of which may occur without prior written or other notice. If a position becomes vacant in a similar classification within a reasonable time from the original announcement, the court may select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.