

**UNITED STATES DISTRICT  
COURT FOR THE  
DISTRICT OF WYOMING**



**Announcement No.:** 2025-03

**Position Location:** Cheyenne, WY

**Position Information:**

*Full-time, permanent, Excepted Service*

**Area of Consideration:**

*Open to all qualified sources*

**Open Date:** May 16, 2025

**Closing Date:** Open until filled.  
*Preference will be given to applications received by June 6, 2025*

**Our Mission:**

*Employees representing the U.S. District Court for the District of Wyoming are committed to the impartial administration of justice. Driven by respect, integrity, and a dedication to excellence, we are here to serve the Public, Bar, and Court in a manner that will instill trust and confidence in the Judiciary. We endeavor to support a just and timely resolution of matters brought before the Court.*



**JOB OPPORTUNITY**

**Position Title:** Human Resources/Training Specialist

**Grade/Salary Range:** CL 27, Step 1 - CL 27, Step 61  
(\$59,133 - \$96,147)

- Salary dependent on experience and qualifications

**How to Apply:**

Qualified individuals for this “at will” position must submit the following:

- 1) A cover letter detailing how your experience relates to the position requirements
- 2) A resume detailing all relevant experience, education and skills
- 3) Three professional references with contact information
- 4) AO-78, Federal Judicial Branch Application for Employment (can be downloaded from [www.wyd.uscourts.gov/employment](http://www.wyd.uscourts.gov/employment))

Failure to submit a complete and signed cover letter, AO-78, and resume will result in immediate disqualification. Description of Work section of the AO-78 must be completed to include salary information. Incomplete and/or unsigned applications will not be considered, returned or retained. Only applicants selected for an interview will be contacted and must travel at their own expense.

All documents must be submitted via email (as a single PDF attachment) to: [hr@wyd.uscourts.gov](mailto:hr@wyd.uscourts.gov). Please note “Vacancy Announcement: 2025-03” in the subject line of the email.

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## **ABOUT US**

The United States District Court for the District of Wyoming is part of the federal judiciary, the third branch of the federal government, and is currently recruiting for a Human Resources and Training Specialist to join its Clerk's Office team. The team works in a dynamic public setting with our main office in Cheyenne and two divisional offices in Casper and Mammoth Hot Springs, Yellowstone National Park. The Clerk's Office currently serves three Article III judges, one senior district judge, two full-time magistrate judges, and two part-time magistrate judges. The ideal candidate is a mature, self-motivated, career-oriented professional eager to grow with us, and the federal judiciary as a whole.

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## **POSITION OVERVIEW**

As a Human Resources and Training Specialist the incumbent provides administrative and technical support for human resources programs, personnel transactions, training activities, and audit endeavors in accordance with approved procedures, policies, and internal controls. The position supports roughly 45 staff members, including judges, chambers staff, and Clerk's Office staff throughout the district and reports to the Chief Deputy.

The incumbent must maintain a professional demeanor at all times, be detail oriented, self-motivated and highly organized. The incumbent must possess strong interpersonal skills, demonstrate sound judgment and poise, foster high ethical standards, and communicate professionally and tactfully, both orally and in writing.

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## **REPRESENTATIVE DUTIES**

- Process a variety of human resources and payroll actions such as appointments, promotions, separations, terminations, within-grade pay increases, and changes to benefit elections. Create and update position descriptions. Maintain automated personnel records system and process workers compensation claim forms.
- Conduct recruitments, including preparing vacancy announcements, interviewing, and maintaining recruiting and hiring statistics. Review applications for completeness.
- Administer the court's benefits program; including maintaining and distributing benefits materials, processing forms and addressing routine benefits questions and resolving benefits issues.
- Maintain and audit leave and timekeeping records.
- Manage performance reviews.
- Ensure accuracy of personnel information in the Judiciary's Human Resources Management Information System (HRMIS).
- Coordinate background check and investigations, verify applicant employment, check references, take employee fingerprints, submit background check/investigation requests and track results. Issue credentials and identification cards. Maintain the Facilities Access Card (FAC) Program.
- Research, develop, and write human resources policies, procedures and best practices for the Court. Maintain and update the personnel manual and other written human resources policies such as social media, telework, and internal controls as necessary.
- Oversee orientation for new employees, including review of required new hire forms, personnel policies and procedures, and benefit options.

- Assist with employee recognition programs.
- Prepare and conduct training in human resources-related areas, such as benefits and performance management.
- Advise and educate staff in all areas of federal and judiciary benefits.
- Serves as resource on personnel issues for staff, supervisors and management, coaching and facilitating as needed.
- Advise judges, unit executives, supervisors and court staff on human resources matters, procedures and processes.
- Assist with emergency preparedness processes and procedures.
- Ensure adherence to the *Guide to Judiciary Policy* and the *Human Resources Manual* regarding human resources practices and separation of duties.
- Comply with the *Code of Conduct for Judicial Employees* and court confidentiality requirements, including handling confidential information in a variety of contexts.
- Provide administrative support in reviewing financial documents and maintain the District's internal controls and provide support for the annual and cyclical audits.
- Other duties as assigned.

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## QUALIFICATIONS

The successful candidate must have two years of specialized experience, one year of which must be equivalent to work as a CL 25, **or** 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;
- GPA of 3.5 or better in major field of study, such as business or public administration, human resources management, industrial relations, or psychology.
- election of 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 field closely related to this position.

Specialized experience for this position 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 the knowledge of the rules, regulations, terminology, etc. of the area of human resources administration. Evidence of all specialized experience must be supported by detailed documentation of duties performed in any positions held. Please provide such documentation on your AO78.

The successful candidate will possess:

- Effective written communication and proofreading skills to produce logical and concise written work products as well as to review and correct original correspondence
- The ability to organize multiple tasks, work under pressure, and meet deadlines
- A command of automated human resources, word processing, spreadsheet, email, and database programs and systems
- Skill in researching and interpreting guidelines, rules, policies, and regulations
- The ability to collect, organize, and interpret data
- Skill in administrative matters, such as file maintenance, record keeping, and preparation of reports
- Meticulous attention to detail, strict adherence to procedural requirements, and the utmost judgment, discretion and confidentiality
- Excellent interpersonal skills and the ability to work independently as well as cooperatively with others in a team environment

#### **PREFERRED QUALIFICATIONS/SKILLS:**

- Bachelor's degree from an accredited college/university in a field of academic study such as human resources, psychology, sociology, human relations, business or public administration.
- Human resources administration experience in the Federal Judiciary is highly desired.
- Solid computer skills are required, including proficiency in Adobe Acrobat, Microsoft Office, including Word, Excel and PowerPoint.

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#### **BENEFITS**

Full-time employees of the United States District Court for the District of Wyoming are eligible for a full range of benefits to include:

- A minimum of 11 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Federal Employees' Retirement System (FERS)
- Optional participation in the Thrift Savings Plan (TSP), the Federal Employees Health Benefits Program (FEHBP), Federal Dental and Vision Insurance Program (FEDVIP), the Federal Employees' Group Life Insurance (FEGLI), the Flexible Benefits Program
- Federal Occupational Health Services Program (FOH)
- Employee Assistance Program (EAP)/Work Life Services
- Virtual Learning through the Judiciary Online University

*For more detailed information about Federal Judiciary benefits, please visit [www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/benefits).*

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## CONDITIONS OF EMPLOYMENT

Only applicants selected for an interview will be contacted. Funding is not available to support travel for interview or relocation expenses.

U.S. citizenship is required. Positions with the U.S. Courts are excepted service appointments, or “at will.” The initial appointment is provisional and contingent upon satisfactory completion of a background investigation and fingerprinting.

Direct deposit of pay is required.

All employees are required to adhere to the [\*Code of Conduct for Judicial Employees\*](#).

The United States District Court reserves the right to modify, withdraw, or fill the position at any time, any of which may occur without prior written or other notice.

**The United States District Court is an Equal Opportunity Employer**