# UNITED STATES DISTRICT COURT
**EASTERN DISTRICT OF WASHINGTON**
**U.S. PROBATION/PRETRIAL SERVICES OFFICE**

## VACANCY ANNOUNCEMENT

**WAEP 2026-14**

## HUMAN RESOURCES SPECIALIST

The United States Probation and Pretrial Services Office for the Eastern District of Washington is looking for a dedicated, compassionate Human Resources Specialist who leads with integrity, invests in people, and brings genuine commitment to the full employee life cycle. If you believe that HR is equal parts culture creation, relationship building, and legal compliance, and that a well-supported team delivers better outcomes for the communities they serve, this role may be just the career opportunity for you.

**Salary Range:** CL 27: $60,043 to $97,604
CL 28: $71,956 to $117,000
(All ranges based on Spokane Pay Table)
*Depending upon experience, qualifications and previous government service*
*Promotional potential to next Classification Level without further competition*

**Duty Station:** Spokane, Washington
**Opening Date:** September 18, 2026
**Closing Date:** October 16, 2026, or until filled.

**POSITION OVERVIEW**

The United States Probation/Pretrial Services Office for the Eastern District of Washington is accepting applications for a permanent, full-time Human Resources Specialist. The Human Resources Specialist is responsible for staffing and recruitment, classification and compensation, benefits, employee relations, training and development, and policy administration — in compliance with Judicial Conference policy, applicable federal statutes, and the Guide to Judiciary Policy. The HR Specialist serves as a knowledgeable, approachable, and consistent resource for all personnel matters, and plays a meaningful role in cultivating a workplace where talented professionals can grow, thrive, and do their best work. The Human Resources Specialist reports to the Human Resources Administrator and provides shared services support to the United States District Court. Potential for hybrid telework after one year of employment.

The Eastern District of Washington geographically consists of 20 counties covering approximately 42,000 square miles. The probation office's headquarters is in Spokane, Washington, with divisional offices in Yakima and Richland, Washington. Probation/Pretrial Services officers serve in a judiciary law enforcement capacity and serve under the direction of the United States Courts.

**REPRESENTATIVE DUTIES**

- Formulate, implement, and administer the full range of human resources policies, procedures, and standards. Review, research, analyze, develop, and recommend human resources policies for the court units supported.
- Ensure adherence to the Guide to Judiciary Policy, and the Human Resources Manual regarding human resources practices and separation of duties. Develop, monitor, and update internal controls policies and procedures and the local human resources procedural manual.
- Research, review, and analyze data and information on employment practices, staffing, and other statistical data. Develop and analyze a variety of reports based on historical and current data and hiring trends and make recommendations to the court unit executive.
- Assist with developing and reviewing recurring staffing plans for court units with varying needs and priorities. Perform analyses using various personnel scenarios for the court unit. Make recommendations regarding staffing and budgetary impact on the court unit. Provide recommendations on organizational structures, classification standards, and guide management on staffing and other human resources-related proposed changes.
- Conduct job analyses and make appropriate recommendations to court unit executive.
- Coordinate with court unit executive and managers on the assessment and evaluation of staff performance throughout the year, maintain tracking system for employee evaluations and step increases. Assist unit executive in the development of performance management plans and compensation strategies. Administer performance management systems, including assisting in the development of performance standards and rating criteria.
- Advise unit executive, managers, judicial staff, and employees on human resources matters, procedures, and practices. Provide advice on employee relations, disciplinary actions, performance management, staffing and cost projections, benefits and related issues.
- Participate in management meetings.
- Advise unit executive and managers on leave administration and tracking matters to ensure adherence to judiciary leave policies and procedures.
- Prepare and conduct training in human resources-related areas, such as benefits and performance management. Manage, coordinate, and conduct orientation and training for employees, heritage awareness, etc.
- Develop and maintain district-wide Employee Dispute Resolution (EDR) Plan for the Eastern District of Washington and serve as EDR Coordinator for the Eastern District of Washington. Maintain and compile accurate data on these programs and prepare year-end reports. Assist with grievance and adverse action procedures.
- Create and update position descriptions.
- Perform duties related to benefits administration, recruitment, classification, staffing budget, payroll, workers compensation, personnel action processing, records maintenance, etc. Maintain local personnel files, including payroll, leave records, and other accountability documents for audit purposes.
- Administer and utilize automated systems for human resources activities, including leave tracking, personnel projections, Human Resources Management Information System, electronic records management, performance management, etc.

- Manage Employment Suitability Program including background and credit checks and fingerprinting. Complete and electronically file necessary forms, monitor and report the results to the Chief U.S. Probation Officer.
- Administer and supervise Facilities Access Card (FAC) Program for employee court identification and security access for staff.
- Comply with the *Code of Conduct for Judicial Employees* and court confidentiality requirements, including handling confidential information in a variety of contexts.
- Provide assistance and support to the Chief U.S. Probation Officer and managers on operational policies and procedures for U.S. Probation Office.
- Maintain training records.
- Periodic travel to other court locations.
- Perform other duties as assigned.

**MINIMUM QUALIFICATIONS/EXPERIENCE**

**To qualify for placement at CL 27**, the incumbent must possess a minimum of two years of specialized experience **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 human resources management, business or public administration, 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.

**To qualify for placement at, or promotion to CL 28**, the incumbent must have two years of specialized experience, or completion of a master's degree, or two years of graduate study (36 semester or 54 quarter hours) in an accredited university in human resources, business, public administration, political science, criminal justice, law, or other field closely related to this position.

**Specialized Experience:** Progressively responsible experience in at least one but preferably two or more areas of human resources management and administration (classification, staffing, training, employee relations, etc.) that provide knowledge of the rules, regulations, terminology, in the area of human resources administration.

**Additional Skills and Traits:**

- Strong critical thinking and research skills
- Strong interpersonal and communication skills
- Attention to detail and strong organizational skills
- Professionalism, integrity and sound judgment
- Comfort with technology and electronic systems
- Dependability, adaptability, and a strong work ethic

- Curiosity, coachability, and openness to feedback
- Growth mindset and commitment to servant leadership

**PREFERRED QUALIFICATIONS/SKILLS/EXPERIENCE**

- Bachelors or Masters 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, or experience working in human resources field, or closely related field, which involved access to secure information and where maintaining confidentiality was required and routine, current SHRM or HRCI certification.
- Proficiency in automated environments, significant software knowledge, such as Word, Excel, PowerPoint.

**CONDITIONS OF EMPLOYMENT**

Selected candidates will be invited to participate in an interview. The selected candidate will be subject to credit, employment, fingerprint, and criminal history background checks and subsequent favorable suitability determination as a condition of employment. This is a "high sensitive" position and the selected candidate must undergo an Office of Personnel Management (OPM) background investigation. Additionally, the incumbent will be subject to updated background investigations every five years.

Applicants must be United States citizens or eligible to work in the United States and meet age and physical standards established by provisions for law enforcement personnel. *For more detailed information on suitability and medical requirements, please go to:* U.S. Probation & Pretrial Services Employment Suitability Requirements and Officer and Officer Assistant Medical Requirements. The Federal Financial Management Reform Act requires direct deposit of federal wages.

**BENEFITS**

Employees of the United States District Court serve under "excepted appointments" and are considered "at will" employees. Federal Government Civil Service classifications or regulations do not apply. Judicial employees are entitled to the same benefits as other federal government employees as described at https://www.uscourts.gov/careers/benefits, which include:

- Paid annual leave in the amount of 13 days per year for the first 3 years, 20 days per year after 3 years, and 26 days per year after 15 years.
- Paid sick leave in the amount of 13 days per year, converted to time in service for retirement benefits.
- Eleven paid holidays per year.
- Participation in a retirement program and the Thrift Savings Plan (similar to 401K), with matching contributions.
- Optional participation in a federal health insurance plan on pre-tax basis.
- Optional participation in supplemental insurance programs, including group long-term care, group long-term disability insurance program and dental and vision programs.
- Optional participation in the flexible spending account program for unreimbursed medical and/or dependent care expenses on a pre-tax basis.

- Time-in-service credit for employees of other federal agencies, as well as time for those with prior military service, in determining leave accrual and retirement benefits.
- Public Service Loan Forgiveness Program

## APPLICATION PROCEDURES

Qualified applicants are invited to apply by submitting the following as one document in PDF format:

- a letter of interest,
- a current resume detailing education, work experience, knowledge, skills and abilities,
- a recent performance evaluation if conducted,
- contact information for three (3) professional references, and
- a completed Federal Judicial Branch Application for Employment (Form AO 78) available on the court's website (www.waed.uscourts.gov).

Complete application packages may be submitted electronically to:

HR@waed.uscourts.gov
(Please include your name and Vacancy Announcement WAEP 2026-14 in the subject line.)

**Incomplete packets will not be considered.** Inquiries may be directed to Laurie Whitcomb in Human Resources, at (509) 458-3422.

To view the complete vacancy announcement and download the Federal Judicial Branch Application for Employment form visit U.S. District Court's public web site at: http://www.waed.uscourts.gov under the U.S. Probation Office tab/Employment Opportunities.

Applicants invited to interview must travel at their own expense, and relocation expenses are not authorized.

The United States Probation/Pretrial Services Office reserves the right to modify the conditions of this vacancy announcement or to withdraw the announcement without prior notice.

***The United States District Court for the Eastern District of Washington***
***is an Equal Opportunity Employer***