

# Career Opportunity

## HUMAN RESOURCES ASSISTANT DISTRICT OF SOUTH DAKOTA



**Vacancy No.:** 01-26

**Number of Vacancies:** 1

**Location:** Sioux Falls

**Salary:** CL 26 - \$54,372-\$88,366  
commensurate with experience

**Employment:** Permanent, full-time

**Closing Date:** February 20, 2026

### ABOUT THE COURT

The U.S. District Court for District of South Dakota was established in 1889 when the Dakota Territory was divided into North and South Dakota. The Court handles issues pertaining to federal law within the state of South Dakota and has courthouses in Sioux Falls, Rapid City, Pierre, and Aberdeen.

The U.S. District Court consists of federal court chambers, a clerk's office, and a probation and pretrial services office. The district has three Article III district judges, two senior district judges, and three full-time magistrate judges. Additionally, U.S. Probation has satellite offices in Eagle Butte, Kyle, McLaughlin, Mission, and Winner.

### ABOUT THE POSITION

The U.S. District Court for the District of South Dakota is accepting applications for a Human Resources Assistant in our Sioux Falls office. This position is part of a shared services environment that supports the human resources needs of approximately 140 employees of the U.S. District Court.

The Human Resources Assistant provides a full range of human resources services including recruitment, processing a variety of human resources and payroll actions, assisting with the classification of position descriptions, maintaining human resources records and leave tracking, assisting with benefit coordination, issuing credentials, and assisting with training activities.

### BENEFITS

- Paid Annual & Sick Leave
- Paid Paternal Leave
- 11 Paid Holidays
- Employer Subsidized Health Insurance
- Group Life Insurance
- Supplemental Vision/Dental Insurance
- Retirement Benefits Plan (FERS)
- Thrift Savings Plan (TSP)
- Flexible Spending Accounts
- Pre-tax benefit programs
- Employee Assistance Program (EAP)
- Telework opportunities

### POSITION DUTIES AND RESPONSIBILITIES

- Process a variety of human resources and payroll actions such as appointments, promotions, separations, terminations, within grade increases, and changes to benefit elections. Maintain automated personnel records system. Prepare and utilize spreadsheets to track personnel actions. Process workers' compensation claim forms.
- Conduct assigned recruitment efforts, such as preparing vacancy announcements and ensuring positions are advertised according to the needs of the unit; review applications for completeness. Coordinate interviews, administer employment tests, and create and maintain an applicant log for each vacancy announcement.
- Administer background checks and investigations and issue credentials and identification cards.
- Assist in researching, developing, and recommending human resources related procedures or policies for the court.



## How to Apply

Please submit the following:

- Cover letter that supports your work experience as it relates to this position
- Resume that includes three (3) professional references
- Completed AO 78 Application for Judicial Branch Federal Employment Forms | United States Courts ([uscourts.gov](http://uscourts.gov))
- (Optional) A completed [AO78B Voluntary Race/Ethnicity, Gender & Disability Identification Form](#)

**All documents must be emailed in PDF format with "Vacancy 01-26" in the subject line to [recruitment@sdd.uscourts.gov](mailto:recruitment@sdd.uscourts.gov).**

Visit our employment site



[www.sdd.uscourts.gov](http://www.sdd.uscourts.gov)

## POSITION DUTIES AND RESPONSIBILITIES CONTINUED

- Assist with creating and classifying position descriptions.
- Maintain and monitor human resources records, including payroll and leave records. Track and enter time sensitive data, such as employees' promotions, performance evaluations, and step increases. Maintain and audit leave and timekeeping records.
- Ensure accuracy of personnel information in the Human Resource Management Information System (HRMIS).
- Assist with benefit program coordination, including maintaining and distributing benefits materials, processing forms, and addressing routine benefit questions and resolving benefits issues.
- Assist with training activities including maintaining training records, assisting with preparing materials and resources, and scheduling resources.
- Perform other related duties as required.

## QUALIFICATION REQUIREMENTS

Applicants must have at least one-year of progressively responsible clerical or administrative experience that provided the knowledge of the rules, regulations, procedures, and practices of human resources administration and involved the routine use of automated human resources system or other computer-based systems such as word processing, spreadsheets, or data base applications.

The successful applicant should be a highly motivated self-starter, mature, organized, demonstrate initiative, possess tact and good judgement, and always maintain a professional appearance and demeanor. Applicants must have the ability to meet the public, work harmoniously with others in a team-based organization, and communicate effectively, both orally and in writing. The applicant must also work effectively in a fast-paced atmosphere dealing with numerous time-sensitive issues.

## PERSONAL CHARACTERISTIC REQUIREMENTS

- Ability to exercise sound judgment, maintain confidentiality, adhere to high ethical standards, and demonstrate integrity in fulfilling the district's vision, mission, values, and strategic plan.
- Ability to prioritize competing demands while maintaining a positive and professional demeanor.
- Ability to exercise impartiality and discretion.
- Ability to promote and maintain a positive work environment which encourages integrity, respect, individual and organizational growth, and a fulfilling work life.



## SELECTION PROCESS

The most qualified applicants will be invited to one (or more) personal interviews with the court. Applicants selected for interview(s) must travel at their own expense and relocation expenses will not be reimbursed.

Prior to appointment, the person selected for this position will be required to undergo an FBI fingerprint check as a condition of employment, and may be subject to periodic updates. Employment is considered provisional until the fingerprint check is successfully completed.

## CONDITIONS OF EMPLOYMENT

- Applicants must be U.S. citizens or eligible to work in the United States
- Judiciary employees must adhere to the Code of Conduct for Judicial Employees.
- Employees of the United States District Court are hired under excepted appointments and are considered "at will" employees.
- This position is subject to mandatory electronic funds transfer participation of net pay (direct deposit).
- The U.S. District Court reserves the right to amend or withdraw any vacancy announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable amount of time after the original announcement has closed, the Court has the right to select a candidate from the applicant pool of the original vacancy announcement.

**THE DISTRICT OF SOUTH DAKOTA IS AN EQUAL OPPORTUNITY EMPLOYER  
AND COMPLIES WITH THE FAIR CHANCE TO COMPETE ACT**

# JUDICIARY BENEFIT DETAILS

## Employer Contributions

- FERS eligible employees receive judiciary-paid Basic Benefit contributions each pay period
- Optional Thrift Savings Plan (TSP) enrollment for pre- or post-tax (Roth) withholdings
- Optional TSP catch-up contribution for employees age 50+
- Participating TSP employees receive 100% match for first 3% contributed to the plan and \$.50 per dollar on the next 2%
- TSP eligible employees also receive an automatic 1% contribution to their TSP plan each pay period
- Social Security benefits contributed at 6.2% of employee earnings up to annual SS Wage Base
- On average, 72% of an employee's total health insurance premium is paid by the judiciary with enrollment choices of Employee, Employee +1, and Family coverage
  - Over 20 different FEHB plan options available with varying deductible and co-pay limits
- Judiciary pays 1/3 of the cost for employee's Basic Life Insurance
- Free Employee Assistance Program (EAP) available to employees, spouse, and/or dependents 24/7

## Time Off

- Annual leave
  - 0-3 years of service accrue 4 hours/pay period
  - 3-15 years of service accrue 6 hours/pay period
  - 15+ years of service accrue 8 hours/pay period
- Sick leave: accrue 4 hours/pay period with no limit cap
- Bereavement Leave: up to 104 hours of paid bereavement leave per year paid from sick leave bank
- Paid Parental Leave: up to 12 weeks of paid leave for childbirth or adoption (eligibility conditions apply)
- Bereavement Parental Leave: up to 2 weeks paid for loss of child
- Compensation time earned based upon employee classification level
- Administrative Leave: discretionary leave granted for voting, emergency closures, etc.
- Paid Holidays – minimum of 11 paid holidays per year: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day

## Other Judiciary Benefits

- 10 different vision insurance plans
- 16 different dental insurance plans
- Flexible benefit health care reimbursement
- Flexible benefit dependent care reimbursement
- Paid employee parking
- Supplemental life insurance for spouse and children
- Accidental Death & Dismemberment (AD&D) insurance coverage
- Long-term care insurance
- Disability insurance
- Disability retirement (eligibility conditions apply)
- Professional liability insurance reimbursement
- Employee referral bonus
- Flexible scheduling/telework opportunities (eligibility conditions apply)
- National Leave Transfer Program - donated paid time off for employees needing extended leave due to medical complications, childbirth, or other emergencies
- Continuing education and local/national training and informational opportunities:
  - Judiciary Online University virtual learning + monthly benefit webinars

## In Retirement

- Full continuation of health insurance for employee and spouse with continuation of judiciary-paid premiums (eligibility conditions apply)
- If FERS-eligible, receive a monthly paid Basic Benefit annuity with survivor annuity option
- Monthly-paid FERS annuity supplement ("social security bridge") paid by OPM if retiring under age 62
- TSP participant withdrawal options via monthly, annual, or as needed basis with additional options to purchase TSP annuities
- Optional continuation of life insurance coverage (eligibility conditions apply)
- Fully paid out unused annual leave hours
- Unused sick leave hours are converted and added to service credit time increasing monthly FERS payment

**See the Total Compensation Estimator to see how the judiciary contributes to the benefits of every employee.**