



**UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF FLORIDA**

**Chief Judge Jacob A. Brown
Clerk of Court José A. Rodriguez**

**Position Vacancy Announcement
Human Resources Specialist**



Announcement No: 26-21



Duty Station: Tampa, FL



Position Type: Full-Time/Perm



Open Date: 06/22/26



Close Date: Open Until Filled*



Position Start Date: Aug/Sept 2026



Salary Range: CPS CL 25/1 to 27/61 (\$49,361 – \$97,098)**

About our Court:

Our Court strives to maintain and grow a productive, progressive, and positive culture, and we recruit staff that promote, reflect, and thrive in an environment that successfully meets the mission statement of our Court: “Our Court serves the public by processing and deciding bankruptcy cases with fairness, impartiality, and excellence, while treating everyone with dignity, integrity, and respect.”

****Starting salary commensurate with qualifications, experience, and salary history per U.S. Court Guidelines. Promotion up to CL 27 without further competition.**

Position Overview

The Clerk of Court for the United States Bankruptcy Court for the Middle District of Florida (Court), Tampa Division, is seeking qualified applicants for the position of Human Resources (HR) Specialist. The HR Specialist performs and coordinates administrative, task-oriented, and professional work related to human resources programs, recruiting, and personnel transactions for both the Clerk’s Office and Chambers staff. This includes ensuring compliance with the appropriate guidelines, policies, and approved internal controls. The incumbent reports to the Director of Human Resources.

***First consideration is given to applications received by July 12, 2026.**

Representative Duties

- Conduct assigned recruitment efforts, including developing and managing position descriptions, preparing vacancy announcements, formulating recruitment strategies, screening and administering candidates, facilitating the interviewing process, administering reference checks, background checks and investigations, managing the offer process, and overseeing employee and intern onboarding.
- Administer the onboarding process, including organizing new employee and intern orientations.
- Assist with fingerprinting all new employees and interns and issuing credentials and identification cards.
- Maintain recruitment files as required by the *Guide to Judiciary Policy* and maintain ongoing communication with relevant stakeholders regarding the status of positions.
- Process and track a variety of time-sensitive human resources and payroll actions, such as appointments, promotions, separations, terminations, retirements, and within-grade increases. Prepare and utilize spreadsheets to track personnel actions.
- Maintain and monitor human resources records, including payroll, leave, and timekeeping records, using the Human Resource Management Information System (HRMIS) or other electronic databases, in compliance with national and Court guidelines.
- Administer leave tracking and communicate leave policies, including but not limited to the accommodation process, FMLA, paid parental leave, workers’ compensation, and leave without pay. Process workers’ compensation claim forms via a designated website.
- Assist with benefits program coordination, including maintaining and distributing benefits materials, processing forms, addressing routine benefits questions, resolving benefits issues, and coordinating health fairs.
- Ensure the accuracy of human resources-related forms and documents internal to the Court or those submitted by employees.
- Assist with maintaining the Human Resources Intranet page.
- Assist in researching, developing, and recommending human resources-related procedures and policies for the Court.
- Assist with the administration of employee recognition programs, coordinate human resources-related events, and communicate human resources policy information.
- Assist the Director of Human Resources with higher-level human resources functions that require in-depth subject matter expertise and extensive specialized experience, as needed.
- Maintain employee confidentiality while upholding the *Guide to Judiciary Policy*, the *Code of Conduct*, the Employee Dispute Resolution process, and other Court policies and guidelines.
- Perform other HR-related or Court administrative duties as assigned.

Qualifications

Required:

- To qualify for the CL-25, candidates must have at least one year of specialized experience.
- To qualify for the CL-26, candidates must have at least two years of specialized experience.
- To qualify for the CL-27, candidates must have at least three years of specialized experience.
- Specialized human resources experience includes progressively responsible duties in, or closely related to, the position, which have provided the knowledge, skills, and abilities required to perform the role. This must also include a strong understanding of the rules, regulations, and terminology relevant to human resources management. For example, such experience may be gained in at least one, but preferably two or more, functional areas of HR management and administration, such as recruitment and staffing, benefits, classification and compensation analysis, performance management, employee relations, and payroll and benefits administration.
- Demonstrated ability to interpret and apply policies, procedures, laws, guidelines, internal controls, and separation of duties rules with accuracy.
- Excellent interpersonal skills and the ability to communicate effectively, both verbally and in writing, are required.
- Strong customer service skills and the ability to provide clear and detailed oral and written instructions are essential.
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook, Teams) and adaptability to evolving technology are required.
- A high degree of accuracy, attention to detail, and discretion are required.
- Demonstrated ability to manage multiple workload demands, including frequent interruptions, while maintaining a high level of concentration.
- Excellent organizational skills, responsiveness to requests on short notice, and the ability to meet stringent deadlines are essential.
- Mature judgment, flexibility, and initiative are required.
- Routine travel to divisional offices in Jacksonville or Orlando may be required. Overnight travel for training outside the district is also required.

Court Preferred:

- Human resources administration experience in the Federal Judiciary is highly preferred.
- A bachelor's degree from an accredited four-year college or university in Human Resource Management, Business Administration, Psychology, or another field closely related to the subject.
- Professional human resources certification credentials or ability and willingness to obtain such credentials.

Application Procedures

- Qualified applicants should submit a (i) cover letter, (ii) resume, and (iii) a completed [Federal Judicial Branch Application for Employment \(AO78\)](#) via email to jobs@flmb.uscourts.gov (single PDF document preferred). Please reference the vacancy announcement number and position title in the subject of the email. Only complete packets will be considered. ***For first consideration, applications must be submitted on or before July 12, 2026.***
- Applications may be reviewed as received. The Court reserves the right to modify the conditions of this job announcement or withdraw the announcement, which may occur without prior written or other notice. The Court will only communicate with those individuals who will be invited for an interview. Applicants selected for interviews must travel at their own expense.
- This is a high-sensitive position; as a condition of employment, the selected candidate must successfully complete a ten-year background investigation, and subsequent favorable suitability determination, and every five years thereafter will be subject to a re-investigation. Due to the sensitivity level of this position, candidates may be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing the AO-78 must complete questions 19-21 regarding their criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination.
- Accurate demographic information informs Judiciary diversity and inclusion efforts in several areas including recruitment, talent management, training, and outreach. To enhance our ability to strategically design efforts to achieve equity and identify areas of needed engagement, improvement, and/or change, we ask that applicants selected for an interview complete the Voluntary Self-Identification Form AO-78B.
- To access additional information on Careers with the Judiciary, please visit <https://www.uscourts.gov/careers>.

Benefits

A career with the U.S. Courts provides employees with a comprehensive benefits package. Court employees and their families have access to a range of benefits that are designed to make your federal career very rewarding. Benefits include paid Vacation and Sick Leave, eleven (11) Paid Holidays per year, and retirement benefits such as a Defined Benefit Pension Plan and a Defined Contribution Plan with Employer Match ([TSP](#)). Optional benefits include Group Health, Dental, Vision and Life Insurance, Long-Term Disability and participation in the Court's Flexible Benefits Program. Local Court Benefits may include Telework Opportunities, on-site Federal Occupational Nurse, access to an on-site Fitness Center, and a Public Transit Subsidy. Please visit <http://www.uscourts.gov/careers/benefits> to learn more.

Additional Information

- Applicants must be United States citizens or eligible to work for the federal government. All applicant information is subject to verification. Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after an individual's date of hire. All Court employees are "at will" employees, and the selected candidate may be removed from this position at any time if the employee fails to perform at a satisfactory level.
- All Court employees are required to adhere to the [Code of Conduct for Judicial Employees](#).
- This Court provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative by email to jobs@flmb.uscourts.gov. The decision on granting reasonable accommodations will be made on a case-by-case basis.
- The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e., direct deposit).

The United States Bankruptcy Court is an equal opportunity employer and values diversity in the workplace.