

Human Resources Specialist (Human Resource Specialist)

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[Justice, Bureau of Prisons/Federal Prison System](#)

Fairton, NJ • Posted 12 days ago

\$54K / yr

Full-time

Job preview

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Requirements

- GL-05: Successful completion of a 4-year course of study leading to a bachelor's degree
- GL-07: One full year of graduate level education or superior academic achievement
- Graduate education must demonstrate the knowledge, skills, and abilities necessary to do the work of the position
- GL-05: Three years of general experience, one year of which was equivalent to at least the next lower grade level
- General experience is progressively responsible experience gained in administrative, professional, technical, investigative, or other responsible work
- Experience in substantive and relevant secretarial, clerical, or other responsible work may be qualifying as long as it provided evidence of the particular qualifications necessary to perform the duties of the position to be filled
- Experience of general clerical nature (typing, filing, routine procedural processing, maintaining records, or other non-specialized tasks) is not creditable
- The ability to research, interpret and apply personnel policies and procedures
- Superior Academic Achievement
- Skills in planning and organizing work to effectively track assignments
- Experience that demonstrates the ability to provide clear and concise communications to other in writing and/or orally
- GL-07: One year of specialized experience equivalent in difficulty and complexity to the next lower grade level in federal service

- Specialized experience is experience that equipped the applicant with the particular qualifications to perform successfully the duties of the position, and this is typically in or related to the work of the position
- Ability to effectively prioritize tasks and assignments to avoid oversight
- Knowledge of federal personnel principles, policies and procedures to identify problems and respond to questions
- Experience with responding to formal and informal Human Resource related inquiries
- Proficient with maintaining logs, reports and tracking systems to support an office work flow
- GL-05 and GL-07: Have a combination of education and experience
- This experience must have equipped you with the qualifications to perform the major duties of this position as described above
- If applicable, credit will be given for paid and unpaid experience
- To receive proper credit, you must show the actual time (such as the number of hours worked per week) spent in activities
- Your eligibility for consideration will be based on your responses to the questions in the application.**
- See Qualifications Section for education requirements, if applicable
- ONLY if education is a requirement/substitution for specialized experience, applicant MUST upload legible transcripts as verification of educational requirement
- Transcripts MUST be uploaded and electronically linked from USAJOBS at the time you apply and MUST include identifying information to include School Name, Student Name, Degree and Date Awarded (if applicable)
- All academic degrees and coursework must be completed at a college or university that has obtained accreditation or pre-accreditation status from an accrediting body recognized by the U.S. Department of Education
- For a list of schools that meet this criteria, [Click Here](#)
- Foreign Education: For information regarding foreign education requirements, please see [Foreign Diploma and Credit Recognition at the U.S. Department of Education website: Recognition of Foreign Qualifications](#)
- (S.A.A.) applicants MUST provide a transcript in order to be considered under S.A.A
- In order to be creditable under this provision, superior academic achievement must have been gained in a curriculum that is qualifying for the position to be filled
- If you are selected for this position and qualified based on education (i.e. basic education requirement and/or substitution of education), you will be required to provide an OFFICIAL transcript prior to your first day on duty

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Job description

Corrections professionals who foster a humane and secure environment and ensure public safety by preparing individuals for successful reentry into our communities.

Our highly-skilled, diverse, and innovative workforce creates a strong foundation of safety and security. Through the principles of humanity and normalcy, we develop good neighbors.

Qualifications:

To be considered for the position, you must meet the following qualification requirements:

Education:

GL-05: Successful completion of a 4-year course of study leading to a bachelor's degree.

GL-07: One full year of graduate level education or superior academic achievement.

Graduate education must demonstrate the knowledge, skills, and abilities necessary to do the work of the position.

OR

Experience:

GL-05: Three years of general experience, one year of which was equivalent to at least the next lower grade level. General experience is progressively responsible experience gained in administrative, professional, technical, investigative, or other responsible work. Experience in substantive and relevant secretarial, clerical, or other responsible work may be qualifying as long as it provided evidence of the particular qualifications necessary to perform the duties of the position to be filled. Experience of general clerical nature (typing, filing, routine procedural processing, maintaining records, or other non-specialized tasks) is not creditable.

Some examples of this qualifying experience are:

- The ability to research, interpret and apply personnel policies and procedures.
- Skills in planning and organizing work to effectively track assignments.
- Experience that demonstrates the ability to provide clear and concise communications to others in writing and/or orally.

GL-07: One year of specialized experience equivalent in difficulty and complexity to the next lower grade level in federal service. Specialized experience is experience that equipped the applicant with the particular qualifications to perform successfully the duties of the position, and this is typically in or related to the work of the position.

Some examples of this qualifying experience are:

GL-07:

- Ability to effectively prioritize tasks and assignments to avoid oversight.
- Knowledge of federal personnel principles, policies and procedures to identify problems and respond to questions.
- Experience with responding to formal and informal Human Resource related inquiries.
- Proficient with maintaining logs, reports and tracking systems to support an office work flow.

OR

Combination of Education and Experience:

GL-05 and GL-07: Have a combination of education and experience. This experience must have equipped you with the qualifications to perform the major duties of this position as described above.

If applicable, credit will be given for paid and unpaid experience. To receive proper credit, you must show the actual time (such as the number of hours worked per week) spent in activities.

****Your eligibility for consideration will be based on your responses to the questions in the application.****

Education:

See Qualifications Section for education requirements, **if applicable**.

ONLY if education is a requirement/substitution for specialized experience, applicant **MUST** upload legible transcripts as verification of educational requirement. Transcripts **MUST** be uploaded and electronically linked from USAJOBS at the time you apply and **MUST** include identifying information to include School Name, Student Name, Degree and Date Awarded (if applicable). All academic degrees and coursework must be completed at a college or university that has obtained accreditation or pre-accreditation status from an accrediting body recognized by the U.S. Department of Education. For a list of schools that meet this criteria, [Click Here](#).

Foreign Education: For information regarding foreign education requirements, please see Foreign Diploma and Credit Recognition at the U.S. Department of Education website: Recognition of Foreign Qualifications.

Superior Academic Achievement. (S.A.A.) applicants **MUST** provide a transcript in order to be considered under S.A.A.

In order to be creditable under this provision, superior academic achievement must have been gained in a curriculum that is qualifying for the position to be filled.

If you are selected for this position and qualified based on education (i.e. basic education requirement and/or substitution of education), you will be required to provide an OFFICIAL transcript prior to your first day on duty.

Employment Type: FULL_TIME

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