



United States Bankruptcy Court
District of Delaware
824 N. Market Street
Wilmington, DE 19801
www.deb.uscourts.gov

CAREER OPPORTUNITY

Vacancy Announcement #27-01

Position: **HUMAN RESOURCES SPECIALIST**

Position Type: **Full-Time Permanent**

Number of Positions: **One**

Salary Range: CL 27/CL 28 (\$65,820 - \$97,807) *
**Depending upon experience and qualifications*

Duty Location: 824 North Market Street, Wilmington, DE 19801

Opening Date: September 24, 2026

Closing Date: October 23, 2026

Position Overview:

The U.S. Bankruptcy Court seeks a dedicated and experienced human resources professional with excellent interpersonal skills and strong work ethic. The Human Resources (HR) Specialist provides service to clerk's office staff, judicial officers, and chambers staff. The HR Specialist performs a wide variety of duties including benefits administration, payroll processing, recruitment, on-boarding and orientation, performance management, and proactively manages all elements of the employment lifecycle. This position requires a positive, self-motivated individual who demonstrates professionalism, discretion, and exceptional customer service and communication skills.

Representative Duties and Responsibilities:

- Manage all areas of human resources related to hiring, promotion, payroll, separations, classification, and personnel action processing.
- Advised judges, unit executive, supervisors and court staff on human resources matters, procedures, and processes.
- Manages full recruitment cycle, including advertising, interviewing and orientation.
- Oversees the court's performance management process and employee recognition program
- Manages background checking and fingerprinting program and issues new employee credential.
- Coordinates and conducts new hire orientation for clerk's office staff, chambers' employees, and interns.
- Advises and educates staff in all areas of federal and judiciary benefits.
- Administers and utilizes automated and manual systems for human resources activities, including payroll processing, leave tracking, training, personnel projections and records management.
- Coordinates training initiatives and facilitates training for the court.
- Facilitates grievance and adverse action procedures.
- Maintains local personnel files, including payroll, leave records and other accountability documents for audit purposes.
- Ensures adherence to the Guide to Judiciary Policy and the Administrative Office of the US Court's Human Resources Manual, including compliance with appropriate guidelines, policy and approved internal controls related to human resources management.
- Formulates, implements, and administers the full range of HR policies, procedures and standards. Reviews, research, develops and recommends HR policies for the Clerk's Office.
- Performing other HR related administrative duties as appropriate.

Minimum Qualifications:

- A minimum of two years of specialized experience in HR equivalent work (as defined below) and completion of a bachelor's degree in HR management or a related field of study.

- Successful candidate must be professional, customer service oriented, responsible, organized, and meticulous, possessing strong analytical skills, direction, tact, good judgement, initiative, and the ability to maintain confidentiality and work with a wide variety of people with diverse backgrounds.
- Ability to multi-task and be a problem-solver who is solution oriented.
- Ability to work both independently and collaboratively.
- Excellent communication (written and verbal) skills.
- Knowledge and skill in using Microsoft Office.
- Excellent computer and data entry skills with a demand for accuracy and quality assurance.
- Ability to exercise good judgment and the ability to act with diplomacy and maintain strict confidentiality.

“Specialized experience” is progressively responsible experience and demonstrated ability in the area of HR administration that provides extensive knowledge of the related rules, regulations, and terminology.

“Qualifying specialized experience” is that which demonstrates knowledge, skills and ability in areas of recruitment and staffing, classification and compensation, benefits, performance management, payroll, and employee relations.

Court Preferred Qualifications:

- Human resources or related experience with federal, state or local government.

Conditions of Employment:

Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are “at will” and can be terminated with or without cause by the Court. Federal Government Civil Service classifications/regulations do not apply.

The initial offer is contingent upon the completion of a criminal background investigation. The offer can be rescinded, or employment terminated without notice, if the background investigation results show any offenses that would make you an unsuitable candidate or employee of the United States Bankruptcy Court, District of Delaware.

The Court requires employees to adhere to the Code of Conduct for Judiciary Employees.

Applicants must be a U.S. citizen or meet requirements under current law.

Expenses associated with the interviews or relocations will be not reimbursed.

Benefits:

Federal Judiciary benefits include paid vacation, sick leave and holidays; participation in federal health insurance, life insurance and retirement programs, including the Thrift Savings Plan (tax-deferred retirement savings and investment plan with matching contributions); supplemental dental and vision insurance, and flexible benefit and commuter programs. An overview of Federal Judiciary benefits is accessible at:

<http://www.uscourts.gov/Careers/BeneFitForLife.aspx>

Application Procedure:

Qualified candidates may apply by sending a single pdf file containing a cover letter that specifies qualifications in relation to the position which demonstrates the ability to manage and provide excellent customer service describing relevant knowledge, skills and abilities, a resume detailing qualifications and experience and a completed Application for Judicial Branch Federal Employment (Form AO78) with current and past salaries indicated to deb_jobs@deb.uscourts.gov

The Application for Judicial Branch Federal Employment (Form AO78) can be found on the Court's Website under the Employment section.

Due to the volume of applications received, the Court will only communicate to those individuals who will be interviewed for this position. **No phone calls will be accepted.** Only qualified applicants will be considered. Incomplete applications will not be considered.

The United States Courts is an Equal Opportunity Employer.

The Court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, or fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without prior written notice or other notice.