

**UNITED STATES BANKRUPTCY COURT**

**WESTERN DISTRICT OF TEXAS**



**Vacancy Announcement 26-04: Human Resources Administrator (San Antonio, Texas)**

**Closing Date: Open Until Filled. Priority given to application packets received by April 24, 2026**

**Salary Range: CL 27 – CL 28 (\$60,610 -- \$118,104)\***

\*The starting salary for this position will be based upon experience, education, prior/present pay history, and previous federal court experience in accordance with the Court Personnel System of the U.S. Courts. If hired at CL 27, potential for promotion to CL 28 is available after one year without further competition.

**Position Overview**

The United States Bankruptcy Court for the Western District of Texas is seeking qualified candidates for a full-time Human Resources Administrator (HR Administrator) in our San Antonio Office. The HR Administrator serves on the management team and assists the Clerk of Court and Chief Deputy. The HR Administrator performs and coordinates administrative, technical, and professional work related to human resources programs and training activities for both the clerk's office and chambers across five divisional offices (one office is unstaffed) and includes ensuring compliance with approved guidelines, policies, and approved internal controls. The incumbent reports to the Chief Deputy clerk. Travel to the court's five divisional offices and occasional out of district travel is required.

The clerk's office has employees in four divisional offices that include Austin, El Paso, San Antonio, and Waco. Additionally, the clerk's office serves five judicial officers and their staff.

**Primary Responsibilities**

- Anticipate, originate, implement, and manage human resources policies, procedures, and standards. Research, analyze, develop, and recommend policies, procedures, and standards.
- Develop strategic budget planning recommendations to identify existing and potential staffing scenarios. Determine the implication of staffing decisions on existing and projected budgets.
- Manage the personnel budget and payroll duties. Consult with others and make staffing recommendations. Provide advice on organizational structures and classification strategies for use in the development of performance management tools that are consistent with the court's philosophy and reflect the court unit's culture. Develop and classify position descriptions, develop evaluation tools, performance standards, and rating criteria. Advise the Clerk of Court, Chief Deputy, managers, and teams on the evaluation of staff performance throughout the year. Provide oversight of a tracking system for evaluations and salary increases district wide.
- Review the Guide to Judiciary Policy and the Human Resources Manual to confirm adherence to human resources, budget, and procurement practices. Develop and update the court's policies and procedures and verify compliance.
- Work with management to anticipate and address potential employee relations issues. Develop and maintain fair employment practices. Coordinate and oversee the Employee Dispute Resolution Plan for the district.

- Maintain district procedures for benefits administration, recruitment, orientation, classification, personnel action processing, budget, payroll, separations, workers' compensation, and records management. Develop and maintain a local human resources procedural manual.
- Monitor and evaluate the quality of work, level of compliance, and staff activities pertinent to human resources. Maintain procedures for keeping local personnel files, leave records, budget, and payroll records. Recommend internal tracking systems covering all aspects of human resources operations to ensure consistency and compliance.
- Manage and coordinate student internship and volunteer programs.
- Serve on the clerk's management team. Participate in management projects and meetings.
- Advise the clerk, judges, and managers, on leave administration and tracking matters to ensure adherence to judiciary leave policies and procedures.
- Prepare and conduct training in HR related areas such as benefits, performance management, etc. Manage, coordinate, and conduct developmental training for employees.
- Assist with grievance and adverse action procedures.
- Perform duties related to benefits administration, recruitment, classification, fingerprinting and processing background checks, staffing, budget, payroll, workers compensation, personnel action processing, records maintenance, and similar duties for the clerk's staff and chambers with varying needs and priorities. 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, HRMIS, electronic records management, performance management, and other similar systems.
- Serve as worker's compensation coordinator for the clerk and chambers staff. Serve in the role of agency reviewer and monitor claims for meeting requirements. Advise staff and managers on the appropriate claim information and processes.
- Serve as the administrator of the FAC card system for the clerk and chambers staff. Process FAC badges, administer the information in the database, inventory and track badge supplies.
- Serve as liaison with GSA and the U.S. Marshals Service for the issuance and termination of FAC cards.
- Abide by the *Code of Conduct for Judicial Employees* and court confidentiality requirements.
- Demonstrate sound ethics and good judgment at all times.
- Perform other duties as assigned.

### **Minimum Requirements**

To qualify for this position the applicant must be a high school graduate or equivalent and have at least three years' specialized experience in the field of human resources management covering the representative duties listed above, including at least one year equivalent to working at the CL 26 level. Specialized experience is defined as progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain (a) skill in dealing with others in person-to-person work relationships, (b) the ability to exercise mature judgement, and (c) a thorough knowledge of the basic concepts, principles, and theories of human resources management, and the ability to understand and apply these human resources concepts, principles and theories to the judiciary. Requires the ability to travel overnight.

### **Preferred qualifications**

- A Bachelor's degree or other higher education degree in a field of academic study related to human resources, business management, legal, or other similar field of study.

- A performance history that demonstrates proven skills in human resources management practices and administrative processes, such as recruitment and hiring, classification and compensation, benefits, performance management, adverse action procedures, employee relations, and equal employment opportunity policies.
- Ability to organize and prioritize work to meet deadlines, maintain confidentiality, and interact tactfully with attorneys and individuals within the court.
- Strong organizational and leadership skills and the ability to exercise mature judgment, as well as problem solving and conflict resolution skills.
- Ability to apply detailed procedures, rules, and practices as they relate to human resources management. Knowledge of reporting requirements for paperwork, transactions, and data. Knowledge of national regulations and changes impacting policies, procedures, and fair employment practices.
- Skill in evaluating and analyzing staffing needs and recruiting qualified candidates for all jobs in the court unit.
- Knowledge of training resources, policies, procedures, practices, and standards, as well as adult learning theories and needs assessment techniques. Skill in working with managers on training requests. Skill in developing presentation materials and training aids. Skill in planning, organizing and managing logistics, and maintaining records. Ability to learn and convey new material to individuals and groups.
- Knowledge of, and compliance with, the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics, excellent judgement, and a positive attitude.
- Ability to communicate effectively (orally and in writing) with individuals and groups to provide financial, staffing, and budget information in an understandable format. Ability to relay complex information and policies simply and effectively to individuals with varying levels of knowledge.
- Ability to interact effectively with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to provide and exchange accurate and timely information with individuals within and outside the court.
- Skill in the use of automated equipment, including word processing and spreadsheet applications, requisite court computer programs, automated case management, financial, records management, and records management systems and other related databases and applications.
- Ability to work independently, with minimal direction or oversight. Ability to anticipate and respond to changing priorities. Ability to multi-task and prioritize.

### **Additional Information**

Federal Judiciary employees are at will and are not subject to the employment regulations of competitive service. Employees are required to adhere to the Code of Conduct for Judicial Employees. Employees undergo a background check. Appointments are provisional and contingent upon the satisfactory completion of a background check. A negative finding may result in termination of employment. Updates are required every five years. Applicants must be a U.S. Citizen or lawful permanent resident actively seeking citizenship. Travel for an interview and relocation expenses will not be reimbursed. All information provided by applicants is subject to verification. Applicants are advised that false statements or omissions of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed. The court reserves the right to change or withdraw this vacancy announcement at any time without notification to applicants.

### **Employee Benefits**

For information about federal benefits, please visit: [Judiciary Benefits](#)

## **Applicant Information**

- All applicants are required to submit a cover letter, resume, a completed Federal Judicial Branch Application for Employment (AO 78), a copy of their most recent performance review **OR** two **letters of recommendation** (not a list of referrals).
- AO78 Federal Judicial Branch Application for Employment may be obtained at [Application](#).
- Address the cover letter to **Robert J. Lawson, Clerk of Court**.
- Application packets should be combined into a single PDF and emailed to: [rob\\_lawson@txwb.uscourts.gov](mailto:rob_lawson@txwb.uscourts.gov).
- Priority review will be given to applications received by **April 24, 2026**.
- Only candidates selected for an interview will be contacted.

**Incomplete applications will not be considered.**

**The United States Bankruptcy Court is an Equal Opportunity Employer**