

UNITED STATES DISTRICT COURT MIDDLE DISTRICT OF LOUISIANA



NOTICE OF VACANCY

The United States District Court for the Middle District of Louisiana is accepting applications for the position of **Administrative Specialist**.

ANNOUNCEMENT NUMBER: 14-USDC-12

LOCATION OF POSITION: Baton Rouge, Louisiana

POSITION TITLE: Administrative Specialist

CLASSIFICATION LEVEL: Court Personnel System, CL 27

SALARY RANGE: \$46,365 - \$75,407 annually, depending on experience

OPENING DATE: Monday, November 24, 2014

CLOSING DATE: Monday, December 8, 2014, 5:00 PM CST

STARTING DATE: TBD

- Starting salary commensurate with experience, qualifications, and salary history.

POSITION OVERVIEW:

The United States District Court for the Middle District of Louisiana is recruiting for the position of Administrative Specialist. This position is located in the Administrative Services section of the Clerk’s Office and reports to the Assistant Administrative Services Manager. The Administrative Specialist performs administrative work in the areas of finance and budget, procurement, property management, space and facilities, jury and training while ensuring compliance with the appropriate guidelines, policies, and approved internal controls.

DUTIES AND RESPONSIBILITIES:

- Analyzes office operating practices and procedures to assure efficiency of operations and compliance with internal controls. Prepares reports and makes presentations to the management team.
- Maintains procedural documentation including finance, procurement, jury and internal controls.
- Performs purchasing activities ensuring procurement rules and regulations are followed. Monitors contracts and ensures terms are met. Prepares annual renewals of service agreements.
- Coordinates management of physical facilities. Provides data and input for space rental surveys and reconciliation. Maintains liaison with General Services Administration in such areas as space and facilities management and security as authorized.
- Reviews, researches, develops and recommends training policies and procedures for court personnel, managers as well as new employees; recommends training programs to employees and managers and ensures guidelines are followed
- Assists the Jury Administrator and works with the Jury Management System and the e-Juror component of the software.
- Performs and oversees reconciliation of receipts.
- Responsible for developing various publications and coordinating events for the court, Bar, and public.
- Participates in special projects related to administrative service functions. May lead administrative support staff to include assigning and monitoring work.
- Perform duties associated with the role of Interpreter/Reporter Contract Administrator using the Interpreter Contracting and Management System (iCAMS 1.01). Duties include: contracting with the Interpreters and/or Court Reporters, sending out solicitations and awarding contracts, ensuring accuracy of invoices with corresponding reports, and closing out for payment.
- Other duties as assigned.

GENERAL INFORMATION:

- Applicants must be U. S. citizens or eligible to work in the United States.
- Reference and background checks will be conducted on the final candidate(s).
- Work is performed in an office setting. Professional/business casual attire is required.
- Some travel may be required

QUALIFICATIONS AND REQUIREMENTS:

To qualify for the position of Administrative Specialist, applicant must have a high school diploma or equivalent. The applicant must be highly motivated and self-directed with a professional demeanor. Strong organization skills and a high degree of judgment, integrity, and initiative are important. The applicant must be conscientious about detail and accuracy. Minimum experience as stated below is required for salary placement at the CL 27.

Level	Minimum Experience
CL 27	Two years of specialized experience, including at least one equivalent to work at CL 26

Specialized experience: Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry, or report generation and/or financial management and administration (such as budgeting, accounting, auditing, or financial administration).

Educational Substitution: Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

DESIRED QUALIFICATIONS:

A college degree in a business related field, higher education courses, and/or experience in a court/legal environment is preferred.

BENEFITS:

Judiciary employees serve under excepted appointment (not civil service). Employees working at least 20-hours per week or more are eligible for benefits. The generous Federal Employees benefits package includes:

- Ten (10) paid Federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Traditional and Roth Retirement savings and investment plan under Thrift Savings Plan (TSP) with employer matching contributions.
- Health benefits under the Federal Employees Health Benefits Program (FEHB)
- Supplemental Dental & Vision Benefits offered through Federal Employees Vision & Dental Plan (FEDVIP)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FGLI)
- Group Long Term Care Insurance through CNA
- Flexible Benefits Program for Health Care Reimbursement and Dependent Care Reimbursement
- Long Term Care Insurance through the Federal Judiciary or the Office of Personnel Management (OPM)
- Paid on-site assigned parking
- 24-hour fitness facility

This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net earnings.

APPLICATION PROCEDURES:

Qualified applicants should submit a complete applicant's packet which includes: a letter of interest, a current/detailed resume, list of three professional references, AND a completed Application for Judicial Branch Federal Employment (Form AO-78). Applicant's packets must be received by 5:00 PM CST on Monday, December 8, 2014 to be considered. Applications for Judicial Branch Federal Employment (Form AO-78) may be downloaded from the employment link on our website www.lamd.uscourts.gov/employment. **YOU MUST REFERENCE THE ANNOUNCEMENT NUMBER IN YOUR LETTER OF INTEREST.** Applications will not be considered complete until all of the items listed above have been received by Human Resources. Hard copies will not be accepted. Please email or fax your complete applicant's packet to:

humanresources@lamd.uscourts.gov

*(Attachment must be saved as **one** PDF file – Multiple attachments WILL NOT be accepted.)*

OR

Attention: Human Resources; fax number 225.389.3542

ADDITIONAL INFORMATION:

The most qualified applicants may be invited to one (or more) personal interview(s) with the Court. Applicants selected for interviews will be required to travel to the designated location at their own expense. The court is not authorized to reimburse applicants for travel and/or relocation expenses. All applicants who participate in the interview process will receive a written response if they are not selected. **Please do not inquire about the status of your application.**

Prior to appointment, the selectee considered for this position is required to undergo a FBI Background Check and Investigation. The selectee may then be appointed provisionally, and retention will depend upon a favorable suitability determination of the background investigation.

The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are NOT included in the government's Civil Service

classification. They are, however, entitled to the same benefits as other federal government employees depending on the appointment type. Employees who work at the Court are considered at-will and work at the pleasure of the court.

The Court has the right to modify the conditions of this vacancy announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice. Multiple vacancies may be filled from this announcement. The incumbent(s) will be subject to a one year probationary period for this position.

The Court provides reasonable accommodations to applicants with disabilities in accordance with the American with Disabilities Act. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

The United States District Court for the Middle District of Louisiana is an Equal Opportunity Employer and values diversity in the work place.