

VACANCY ANNOUNCEMENT 2014-6

OFFICE OF THE CLERK UNITED STATES DISTRICT COURT EASTERN DISTRICT OF TENNESSEE

DATE: July 25, 2014

POSITION TITLE: Administrative Specialist (Full-Time Permanent)

LOCATION: Knoxville, TN

SALARY: CL 26/1 to CL 26/25 (\$42,199 to \$52,775)
Based on prior qualifications, salary and experience.

CLOSING DATE: August 15, 2014

POSITION OVERVIEW:

The U.S. District Court Clerk's Office for the Eastern District of Tennessee is recruiting for an Administrative Specialist position, which performs high level office support duties and provides specialized program support for the administrative division. Job duties include:

- Performing specialized administrative duties required to support the specific responsibilities of the Clerk of Court, using discretion to make judgments based on appropriate guidelines, policies and internal controls.
- Performing data management functions, including paper and electronic records management, establishing and managing spreadsheets and databases, producing reports, compiling information, and analyzing results for purpose of supporting assigned administrative personnel.
- Preparing correspondence, memoranda, forms, manuals, reports and presentation materials.
- Performing statistical calculations on data for reports and presentations.
- Assisting in administering the Court's Criminal Justice Act (CJA) Payment Program including entering data in the automated CJA payment system and properly maintaining CJA payment records.
- Preparing presentation materials for use by others, editing content and adding appropriate graphic and design elements.
- Planning and coordinating meetings and events
- Arranging and coordinating travel and travel reimbursement for Clerk of Court and administrative staff.
- Performing other duties as required to support the function of the Clerk's Office.

GENERAL QUALIFICATIONS:

- Exceptional organizational and time management skills.
- Ability to handle multiple tasks simultaneously.
- Excellent written and oral communication skills.
- Proficiency in document preparation, file maintenance, and record keeping
- Ability to communicate information accurately and in a timely manner to the public, attorneys, judges and chambers staff.
- The incumbent must maintain a professional demeanor and exercise mature judgment and be a dependable and flexible team participant.

MINIMUM QUALIFICATIONS:

- A minimum of one year of specialized experience. Specialized experience consists of progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the duties of the position.

PREFERRED QUALIFICATIONS:

- Two years of specialized experience.
- A relevant associate or bachelor's degree.
- Knowledge of legal terminology and processes.
- Proficiency in the use of Word, Excel, and PowerPoint software.

CONDITIONS OF EMPLOYMENT:

- U.S. District Court employees serve under "Excepted Appointments" and are considered "at will." Employment can be terminated with or without cause by the Court. Federal Civil Service classifications and regulations do not apply.
- U.S. District Court employees are required to adhere to the *Code of Conduct for Judicial Employees* and are subject to strict confidentiality requirements.
- Salary payments are subject to mandatory electronic funds transfer (direct deposit).
- Applicants must be U.S. citizens or eligible to work in the United States.
- New employees are subject to a six-month probationary period.

BENEFITS:

Court employees are entitled to the same benefits as other federal employees such as:

- Thirteen days of paid vacation for the first three calendar years, twenty days after three years and twenty-six days after fifteen years.
- Ten paid federal holidays per calendar year.
- Participation in a Federal Employees Health Insurance Program.
- Participation in Group Life Insurance, Long-Term Care Insurance, and Long-Term Disability programs.
- Participation in a pre-tax Flexible Benefits Spending Account.
- Participation in the Federal Employees Retirement System with investment opportunities through the Thrift Savings Plan.

APPLICATION PROCESS:

Submit one document in PDF format via e-mail to connie_penland@tned.uscourts.gov that includes the following:

- A cover letter addressing the qualifications, skills, and experience necessary to perform the job;
- A resume, including a list of professional references; and
- A completed AO 78, Application for Federal Judicial Branch Employment (available on the court's website at <http://www.tned.uscourts.gov/docs/ao78.pdf>)

INCOMPLETE SUBMISSIONS AND SUBMISSIONS THAT ARE NOT RECEIVED IN ONE PDF FILE MAY NOT BE CONSIDERED.

- Only applicants selected for an interview will be notified.
- Applicants interviewed will take a computer skills test.
- Employment references will be checked prior to a job offer.
- The successful candidate will undergo a mandatory FBI fingerprint check/background investigation and will be considered a provisional employee pending successful completion of the investigation.
- The court is not authorized to reimburse candidates for travel in connection with an interview or pay for any relocation expenses.

The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may elect to select a candidate from the original qualified applicant pool.

***THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER
AND VALUES DIVERSITY IN THE WORKPLACE***