

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF TEXAS**

**Position Title: Administrative Services
Specialist**

Announcement Number: 2016-19
Location: Tyler, Texas
Grade Range: CL 24-26
Salary Range: \$35,470 with promotion
potential to \$70,103 *depending upon
qualifications and experience



U.S. District Court, EDTX
Human Resources Department
211 W. Ferguson Street
Tyler, Texas 75702
Opening Date: November 4, 2016
Closing Date: December 2, 2016
or until filled

NOTICE OF VACANCY

The United States District Court for the Eastern District of Texas is accepting applications for an Administrative Services Specialist. There are seven offices within the Eastern District of Texas: Beaumont, Lufkin, Marshall, Plano, Sherman, Texarkana and Tyler. Assignment of the position is in the Tyler office.

POSITION OVERVIEW:

The Administrative Services Specialist position includes multiple duties that provide a variety of administrative and technical assistance to ensure the smooth and efficient management of the office. The position encompasses areas such as support to the Procurement/Budget Manager, as well as a variety of administrative services such as procurement, budget, property management, space and facilities and statistical maintenance. The successful candidate will have a wide variety of administrative duties in multiple program areas in the court unit.

REPRESENTATIVE DUTIES:

- Coordinate and maintain contracts and payments for specialized areas of procurement.
- Event planning, including coordinating conferences, meetings, and court ceremonies. Preparation of meeting agendas; preparing materials, taking and distributing minutes.
- Research, develop and document procurement policies, procedures and best practices for the court. Draft updates to the court's Internal Control Manual and other written procurement policies.
- Compile and maintain correspondence, reports, form letters and documents. Prepare, proofread and edit materials for the manager's signature/approval.
- Track statistics and data using logs, forms, spreadsheets and databases. Gather and analyze data to improve workflow and simplify processing procedures; write reports and make recommendations based on these findings.
- Advise/make recommendations to the Procurement/Budget Manager and assist with higher level functions, requiring in depth subject matter expertise, and procurement/budget experience.
- Serve as back-up to various procurement/budget functions.
- Manage projects and deadlines efficiently and effectively.
- Assist with maintaining and updating the procurement department webpage by contributing content and design assistance.
- Receive, screen and route materials to appropriate persons or offices.

The successful applicant must have excellent numerical and analytical skills, exceptional research and comprehension abilities, outstanding writing and proofreading skills, and be detail oriented. They must also possess the ability to work well with others and demonstrate a propensity for continuous learning and application of new technologies. The applicant must be able to multitask, be highly self-motivated and proactive, and possess a commitment to providing excellent customer service. Additionally, they will have also demonstrated the initiative and eagerness to learn and take on new challenges. The ideal candidate will demonstrate the ability to handle assignments from start to finish with little supervision or guidance and produce high quality work.

SPECIALIZED EXPERIENCE:

This candidate must have experience working in a team environment and have a strong work ethic. Solid computer skills are required, including proficiency in Adobe Acrobat and Microsoft Office (specifically Word and Excel). Experience in writing policies and procedures, purchasing, accounting, and budgeting, along with prior court experience, is highly favorable. **Ability to maintain confidentiality, demonstrate sound judgment and handling of sensitive material is essential.**

PREFERRED QUALIFICATIONS:

A bachelor's degree in business administration or a related field is preferred. Consideration will be given to applicants working towards a degree. Significant related work experience may be substituted.

BENEFITS AND HIRING POLICIES:

Judiciary employees serve under excepted appointments, are considered at-will employees and are entitled to standard federal benefits such as paid vacation time, paid sick time, medical insurance, life insurance and a tax-deferred savings plan. Judicial employees are also entitled to long-term care and disability insurance and a Flexible Benefits Program which includes medical care reimbursement, dependent care reimbursement and commuter benefits reimbursement. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay. Applicants are subject to a complete FBI fingerprint check and background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation.

Employees of the United States District Court must be United States citizens or eligible to work in the United States. Employees of the United States District Court are Excepted Service appointments. Excepted Service appointments are at will and can be terminated with or without cause by the Court. 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.

HOW TO APPLY:

Qualified applicants should send a **cover letter (including a narrative statement of your background), a Judicial Branch Federal Employment (AO 78) application and a resume.** The cover letter should be addressed to:

Jeanette Knight, Human Resources Manager
William M. Steger Federal Building and United States Courthouse
211 West Ferguson Street, Room 106
Tyler, Texas 75702

An application form can be obtained on our web page at: www.txed.uscourts.gov All documents should be submitted as a **single pdf** with the reference number (2016-19) in the subject line via e-mail to: hr@txed.uscourts.gov

Completed application packages must be emailed no later than Friday, December 2, 2016. Late or incomplete applications will not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview. Finalists for the position may be required to take proficiency tests. Expenses associated with interviews or relocation will not be reimbursed.

The United States District Court Is an Equal Opportunity Employer.