

UNITED STATES DISTRICT COURT
Middle District of Georgia
www.gamd.uscourts.gov

VACANCY ANNOUNCEMENT

Position: Administrative Support Specialist
Vacancy No.: 2017-06
No. of Vacancies: 1 (Full-Time Permanent)
Location: Macon, Georgia
Opening Date: May 30, 2017
Closing Date: June 30, 2017, or until position is filled
Salary: CL 26 (\$43,840 - \$71,247)
Based Upon Qualifications and Experience

Description of Duties:

The Court is recruiting a well-organized, detail oriented individual who likes the challenge of variety and possesses excellent time management skills. The Administrative Support Specialist is located in the headquarters office of the District Court. The incumbent provides administrative support for procurement, property management, finance, travel, jury administration, training, internal controls, statistical reporting and administrative projects as assigned. The incumbent is a resource for support staff on administrative or operational matters. The incumbent coordinates functional activities with applicable headquarters office management. The incumbent reports to the Chief Deputy.

Qualification Requirements:

Excellent oral and written communication skills • Ability to produce accurate, thorough, and high quality work products • Demonstrates a high level of knowledge of district court rules and procedures • Ability to communicate effectively with the judge, chambers staff, attorneys, government and non-government agency representatives, vendors, and contractors • Demonstrates skill in using personal computers, word processing software, Internet browser, electronic mail, and other software applications • Initiative and ability to work independently • Ability to think logically, research matters, solve problems and manage time effectively • Demonstrates reliability and punctuality

Qualifications:

Applicants must at a minimum have a high school diploma or equivalent and two years of specialized experience. Specialized experience is progressively responsible financial or administrative work and the application of a body of rules, regulations, directives or laws. Such experience is most often found in law firms, office of legal counsel, state and federal courts, banking, real estate and insurance companies.

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Previous procurement and/or finance experience in the Federal Judiciary; federal, state or local government agencies, as well as a Bachelor's degree from an accredited 4 year college or university are preferred. Educational substitutions may be made for some of the required experience. Education above the high school level in accredited institutions may be substituted for the experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of experience.

How to Apply:

Qualified applicants **must** submit the following:

- (1) A cover letter;
- (2) A resume that details years of experience, including names and addresses of employers, dates of employment, functions managed, number and composition of personnel supervised, and salary history;
- (3) An Application for Judicial Branch Federal Employment (Form AO78 which is available at <http://www.uscourts.gov/forms/AO078.pdf>); and
- (4) A list of at least three professional references, with current contact information.

Application materials may be submitted electronically to jobs@gamd.uscourts.gov or mailed in an envelope **MARKED CONFIDENTIAL to:**

Human Resources Specialist
United States District Court
P. O. Box 128
Macon, Georgia 31202

Notice to Applicants: The United States District Court is an **Equal Opportunity Employer**. Employees of the United States District Court are required to adhere to the Code of Conduct for Judicial Employees. The United States District Court is part of the Judicial Branch of the United States Government. Employees of the United States District Court are considered "AT WILL" employees. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The court will not pay for any interview or relocation expenses. Applicants must be United States Citizens or eligible to work in the United States. All employees of the United States District Court are required to be fingerprinted and undergo a background check.

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****BENEFITS****

All permanent and temporary indefinite employees of the Clerk's Office are afforded the following benefits:

LEAVE AND HOLIDAYS:

- 10 paid holidays
- 13 paid vacation days for less than 3 years of service
- 20 paid vacation days for 3 or more years of service but less than 15 years
- 26 paid vacation days for 15 or more years of service

SALARY INCREASES:

Employees have excellent opportunities for salary increases, based upon performance.

COMMUTER REIMBURSEMENT BENEFIT: OPTIONAL

Employees may enroll to set aside money from their gross salary (before taxes are withheld) for eligible expenses incurred when commuting to work. Eligible expenses include parking.

HEALTH BENEFITS: OPTIONAL

Employees may participate in any one of the several health insurance programs offered. The government pays a portion of the premium for health insurance.

DENTAL/VISION INSURANCE: OPTIONAL

Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee; however, the premium is deducted on a pre-tax basis.

Eligibility For LONG TERM DISABILITY PLAN

LIFE INSURANCE: OPTIONAL

Employees may participate in the Federal Employee's Group Life Insurance (FEGLI) program. The government pays one third of the cost of the basic life insurance premium.

FLEXIBLE BENEFITS: OPTIONAL

Employees may participate in the Federal Judiciary Flexible Benefits Program which includes a Premium Payment Plan which offers employees the choice of having health benefits deducted from their pay either before taxes or after taxes and a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.

LONG-TERM CARE INSURANCE: OPTIONAL

Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care and caregiver benefits. Spouses, parents, parents-in-law, grandparents and grandparents-in-law are also eligible.

RETIREMENT:

Employees participate in the Federal Employees Retirement System (FERS).

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THRIFT SAVINGS PLAN: OPTIONAL

The Thrift Savings Plan (TSP) is a retirement savings and investment plan for Federal employees. The TSP allows employees to make voluntary tax-deferred contributions through payroll deductions. Eligible employees' contributions are matched dollar for dollar for the first three percent and fifty cents on the dollar for the next two percent each pay period. As a TSP participant, you can invest any portion of your account in the six investment funds.