



**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF WEST VIRGINIA
OFFICE OF THE CLERK and US PROBATION OFFICE**

EMPLOYMENT OPPORTUNITY

Position:	Administrative Services Technician
Announcement #:	17-PO-07
Appointment:	Full-time, Permanent
Location:	Charleston, WV
Starting Salary:	CL 24 – CL 25 (\$36,026 - \$64,718)
Open To:	All qualified applicants
Opening Date:	January 11, 2017
Closing Date:	Position is open until filled. Priority consideration is given to those who apply by February 10, 2017 .

JOB SUMMARY:

The Administrative Services Technician is located in the consolidated administrative services department which supports the district court clerk's office, chambers, and probation office. The Administrative Services Technician provides administrative and technical support in accordance with approved internal control procedures and policies. The incumbent assists more experienced procurement, human resources, and other administrative staff to ensure the smooth and efficient operation of the office. The incumbent purchases supplies, equipment, and furnishings within a set dollar amount. The incumbent also enters data into various HRMIS applications and maintain and monitors payroll and leave records.

REPRESENTATIVE DUTIES:

- Perform routine office reception duties by answering telephone calls and directing callers to the appropriate individual.
- Prepare form letters, notices, and other correspondence using templates and forms. Assist with preparing correspondence and documents, including typing, keyboarding, formatting, and generating documents from templates and notes.
- Maintain, update, and track paper and electronic files, make copies, and deliver documents to staff. Scan, fax, copy, and file documents. Maintain paper and electronic filing up to date.
- Assist with clerical duties such as coordinating daily mail, faxing documents, and maintaining office materials, supplies, and handouts. Process mail and packages requiring special handling.
- Enter data into various Human Resource Management Information System (HRMIS) applications. Generate standard reports from databases and systems. Track statistics and data.
- Assist in scheduling appointments, interviews and meetings, and assist in preparing and distributing vacancy announcements, coordinating interviews, and employment tests.
- Maintains and monitors human resource records, including payroll and leave records using HRMIS, while adhering to national and court guidelines. Tracks and enters time-sensitive data and maintains leave and timekeeping records.

- Assist with benefit program coordination, including maintaining and distributing benefits materials, processing forms, and answering routine benefit questions. Assist with local benefit fair.
- Assist with employee recognition programs and other human resources related events. Assist with processing associated with intern/extern programs.
- Procure supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids or existing government contracts. Plan and coordinate time and delivery of purchases.
- Assess requests for goods and services by ensuring that they are allowable under limitations, restrictions, and policies, as well as determining availability of funds. Ensure that accounts have funds available for items being purchased. Prepare spreadsheets and maintain databases to track certain expenditures.
- Adhere to the *Guide to Judiciary Policies and Procedures* and *Judiciary Procurement Program Procedures* on procurement practices. Adhere to the court unit's internal control procedures.
- Identify and maintain lists of vendors and sources of supply for goods and services. Review, evaluate, verify, and process invoices and prepare payment requests. Notify custodial officer of property to be added to inventory records.
- Order repairs and oversee maintenance of office equipment, including monthly meter reading for all leased copiers. Deliver and issue materials and supplies to requestors and offices throughout the district.
- Assists with moving, setting up, and examining furniture and equipment, noting and reporting any defects.
- Follow-ups with customers and vendors, clarifying requests or expediting orders. Maintain lists of supplies to be ordered and locates supplies from pre-determined vendors.
- Assist senior management with special administrative projects.
- Perform other duties as assigned.

QUALIFICATIONS:

To qualify for the position, a person must be a high school graduate or equivalent and have a *minimum of one year of progressively responsible clerical, administrative, or technical experience.* To qualify at CL-24 an applicant must have one year of specialized experience equivalent to CL-23. To qualify at CL-25 an applicant must have one year of specialized experience equivalent to CL-24.

Specialized experience is progressively responsible clerical, administrative, or technical experience that provided knowledge of the rules, regulations, procedures and practices of procurement, human resources, financial, and/or accounting administration; and involved the routine use of automated software, keyboarding, and equipment for word processing, data entry, and report generation.

The incumbent must be able to quickly take classes for obtaining, and thereafter maintaining, Contracting Officer Contracting Program Certification - Level 3.

A qualified candidate is able to demonstrate strong oral and written communication skills, organizational skills, and be proficient in word processing and data entry. Skill in the use of Microsoft Word and Excel and Adobe Acrobat is required. A bachelor's degree in business administration or closely related field is preferred.

EMPLOYEE BENEFITS:

Positions are covered by the Court Personnel System and entitled to the following benefits:

- Paid annual leave in the amount of 13 accrued days for the first three years, 20 days after three years, and 26 days after fifteen years
- Paid sick leave in the amount of 13 accrued days annually
- 10 paid holidays per year
- Mandatory participation in the Federal Employees' Retirement System and Social Security
- Thrift Savings Plan (optional retirement savings plan with immediate employer matching)
- Federal Employees Health Benefits Program
- Federal Employees Dental and Vision Insurance Program
- Federal Employees Group Life Insurance Program
- Flexible Benefit Program
- Long Term Care Insurance Program
- Periodic salary increases

INFORMATION FOR APPLICANTS:

The United States District Court is part of the Judicial Branch of government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are "at will" employees. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Employees are required to adhere to a Code of Conduct for Judiciary Employees which is available to applicants to review upon request. Selected candidate is subject to, and must pass a background check, including FBI fingerprint check.

APPLICATION PROCESS:

Submit a cover letter and current résumé to Korin Parsons, HR Specialist at Korin_Parsons@wvsd.uscourts.gov. The cover letter should identify how your education and/or experience qualify you for the position. The résumé should detail your education and previous work experience. Reference **Vacancy #17-PO-07**.

Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed. Only applicants selected for interview will be contacted.

The United States District Court is an equal opportunity employer and values diversity in the work place.