UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF WEST VIRGINIA
OFFICE OF THE CLERK

EMPLOYMENT OPPORTUNITY

Position:	Court Services Specialist	**Announcement #:**	12-CO-04
Appointment:	Permanent/Full-time	**Location:**	Charleston, WV
Starting Salary:	CL - 27 ($45,928 - $74,628) *Commensurate with qualifications.*		
Promotion Potential:	CL - 28		
Opening Date:	May 18, 2012		
Closing Date:	Open until filled - Application documents received by May 30, 2012 will receive first consideration.		

JOB SUMMARY: This position is located in the Clerk's Office and will provide shared administrative services for the Clerk's Office, the Probation Office, and Chambers. The incumbent provides a wide variety of operational, financial, clerical, and administrative support services, including, but not limited to, Emergency Preparedness Coordinator duties and assistance with respect to all aspects of law enforcement coordination and continuity of operations planning, as well as Internal Controls Analyst. The incumbent reports directly to the Clerk and the Chief Deputy.

REPRESENTATIVE DUTIES:

- Acts as a consultant to the Clerk in the formulation, implementation and assessment of office practices, policies and procedures. Maintains and revises, as necessary, Court policies, procedures and guidelines.

- Leads pro tempore teams for execution of time sensitive projects.

- Develops and manages a comprehensive compliance/internal controls program to prevent fraud, waste, abuse and mismanagement.

- Independently, or leading a team, conducts internal control and quality assurance reviews of court business processes to assess operational efficiency and compliance with regulations. Conducts pre- or post-transactional audits, inspections and evaluations; reviews audit findings and monitors corrective action of any deficiencies identified in audits or program review reports in consultation with the Clerk and/or Chief Deputy.

- Serves as Court Disposal Officer.

- Acts as a court expert on the administrative and internal control requirements and serves as the primary channel of communication to receive and direct compliance issues to the unit executive, senior management, or judicial officers for investigation and resolution.

- Advises on the integrity and effectiveness of all court program areas and operations (such as finance and budget, procurement, human resources, space and facilities) for compliance with applicable statutes, regulations, and court and judiciary policies. Reports any violations or potential violations to the unit executive or senior management.

- Establishes and maintains subject-matter files pertaining to the immediate Office of the Clerk. Updates files and disposes of material as necessary. Maintains office reference materials, such as administrative manuals, bulletins, etc., and files supplemental issuances in same.

- Serves as liaison as directed by the Clerk with the U. S. Marshals Service (USMS) and the General Services Administration (GSA) with respect to security threat and risk avoidance, and emergency issues including crucial threats, disasters and other emergencies.

- Serves as the central resource on contingency-related plans and emergency preparedness issues. Directs the review and refinement of occupant emergency plans (OEP) for each location and unit; serves as coordinator and repository for district-wide Business Recovery Plans (BRP), OEP, and Continuity of Operations Plan (COOP) documentation, and up-to-date manuals.

- Monitors the court's emergency supplies and keeps them up to date. Maintains shelter-in-place zones in a state of readiness. Issues supplies as needed to floor wardens. Keeps information relevant to OEP on court's web site up to date. Keeps floor warden rosters up to date and posted in appropriate locations.

- Prepares and reviews the COOP. Coordinates all court and related unit/agency OEPs and COOPs.

- Establishes and maintains contact with the USMS, Federal Protective Service (FPS), Federal Emergency Management Agency (FEMA), local police, fire, and public health officials, and the Judiciary Emergency Preparedness Office (JEPO).

- Coordinates judicial officer safety during court proceedings with Court Security Officers and the USMS.

QUALIFICATIONS:

Bachelor's Degree is required. A degree in business, accounting, finance or related field is preferred. Skill in analyzing large amounts data, process improvement, initiating and managing complex projects, communicating effectively (orally and in writing) to individuals and groups, the use of automated equipment is desired. Knowledge in a wide variety of administrative functions within the court unit; such as procurement, budget and financial management, human resources, and emergency preparedness is preferred. Ability to lift 40 pounds is required.

EMPLOYEE BENEFITS:
This position is covered by the Court Personnel System, and the incumbent is entitled to benefits that include participation in the Federal Employees' Retirement System, Social Security, Thrift Savings Plan (retirement savings plan with employer match), a choice of a health benefits plan from among several options, federal vision and dental insurance programs, life insurance, a flexible benefit program (pre-tax contributions for health insurance premiums, health care and dependent care expenses), annual and sick leave programs, a long term disability plan, a long term care program, periodic salary increases, and 10 paid holidays per year.

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. A background check, including FBI fingerprint and criminal record check, will be conducted as a condition of employment. Unsatisfactory results may result in termination of employment.

APPLICATION PROCESS:
Submit cover letter, resume, and salary history to the mailing address or email address listed below. Application materials received by May 30, 2012 will receive first consideration. Only applicants selected for interview will be contacted.

Korin Riggall, Human Resources Specialist
Attn: Vacancy Announcement 12-CO-04
P.O. Box 2546
Charleston, WV 25329-2546
Email: korin_riggall@wvsd.uscourts.gov

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

*****AN EQUAL OPPORTUNITY EMPLOYER*****