



U.S. District Court Western District of Arkansas

Vacancy Announcement 23-USDC-04 Administrative Specialist

Position Type: Full-time, Permanent

Duty Location: El Dorado, Arkansas

Grade/Salary Range: CL-26 (\$50,316-\$81,771)
CL-27 (\$55,266-\$89,667)
Starting salary depends on qualifications and experience. Promotion potential to CL-27 without further competition.

Opening Date: Friday, June 23, 2023

Closing Date: Open until filled; preference given to applications received by Friday, July 14, 2023

POSITION OVERVIEW

The Western District of Arkansas is seeking qualified applicants for the position of Administrative Specialist. This position is located in El Dorado, AR, but will require frequent travel within the district. The Administrative Specialist acts as an office administrator in the El Dorado division providing general office support. The Administrative Specialist also provides a variety of administrative and technical assistance for the district in a wide range of areas including administrative services, internal controls, jury, property management, project management, etc.

SUMMARY OF DUTIES

- Perform office reception duties, including answering telephones and greeting visitors. Answer routine questions and direct callers or visitors to appropriate department or person.
- Receive, screen, and route incoming and outgoing mail to appropriate persons or offices.
- Prepare, proofread, and edit materials for accuracy, proper grammar, and spelling.
- Coordinate all general activities in the immediate office, including arranging for equipment maintenance and requesting supplies. Receive deliveries and provide invoices and packing slips to Finance.
- Check-in jurors, conduct juror orientation, and assist jurors with their logistical needs.
- Act as the court expert on internal controls requirements.
- Independently, or leading a team, conduct and document internal control audits to assess operational efficiency and compliance with regulations; identify potential weaknesses and recommend improvements; monitor corrective action of any deficiencies identified in internal control and cyclical audits.
- Maintain the court's Internal Control Manual.
- Assist with coordinating conferences, trainings, meetings, etc.
- Serve as a project manager for a wide variety of projects, activities, and special initiatives for the court. Responsible for developing project estimates, facilitating project status meetings, researching, coordinating, monitoring, scheduling, etc.
- Act as the court's disposal officer for furniture and equipment.
- Provide backup assistance to other administrative areas as needed.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- High school graduate with two years of progressively responsible administrative and project management experience.
- Excellent communication and interpersonal skills, both oral and written.
- Possess the ability to initiate, manage, prioritize, and follow through on multiple high impact projects and priorities within strict deadlines in a fast-paced environment.
- Self-starter with demonstrated analytical and problem-solving skills and ability to exercise sound judgment.
- Must possess outstanding attention to detail and accuracy.
- Be innovative and creative and contribute to a positive work environment.

- Candidates must be highly organized, possess tact, good judgement, a strong work ethic, and always maintain a professional appearance and demeanor.
- Ability to interact effectively with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures.
- The successful candidate must be a team player and exhibit the highest standards of excellence and integrity, and display always and to all persons, a courteous, professional, and cooperative attitude.
- Requires solid skills using Microsoft Excel, Microsoft Word, and Adobe Acrobat.

PREFERRED QUALIFICATIONS

- A bachelor's degree in a related field from an accredited college or university is preferred.
- Possess at least three years of progressively responsible administrative experience.
- Possess at least three years of experience in project management, research, and analysis and leading project teams.

CONDITIONS OF EMPLOYMENT

Applicants must be a U.S. citizen or be eligible to work in the United States. The applicant selected will be subject to an FBI fingerprint check and background investigation and will be subject to periodic updates. An individual may be hired provisionally pending successful completion of the necessary records checks. The position is subject to mandatory electronic fund transfer (direct deposit) for salary payment (bi-weekly). Employees of the United States District Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. Employees are required to adhere to the Code of Conduct for Judicial Employees, which can be found at www.uscourts.gov.

BENEFITS

A career with the U.S. Government provides employees with a comprehensive benefits package. Federal employees and their families have access to a range of benefits that are designed to make your federal career very rewarding. Federal benefits include paid vacation and sick leave, 11 paid holidays per year, and retirement benefits. Optional benefits include health and life insurance, disability insurance, long term care insurance, dental and vision insurance, and participation in the court's flexible benefits program. Please visit <http://www.uscourts.gov/careers/benefits> for additional information.

APPLICATION PROCEDURES

Qualified applicants should submit a complete packet consisting of:

1. Letter of interest that clearly outlines how your skills, education, and experience as it relates to the job duties.
2. Current and detailed resume
3. Names and contact information of three professional references.
4. Completed Application for Judicial Branch Federal Employment (Form AO-78). This form may be downloaded from the U.S. Courts website: <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>

Only qualified applicants will be considered for this position. Applicants selected for interviews must travel at their own expense. References will be contacted for finalists only after permission is obtained from candidates. Email your complete packet to: Kara.Pittman@arwd.uscourts.gov (single PDF document preferred). Please reference the vacancy announcement number and title in the subject of the email. Incomplete packets will not be considered.

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

**The United States District Court for the Western District of Arkansas is an
Equal Employment Opportunity Employer and values diversity in the workplace.**

www.arwd.uscourts.gov