



Position Vacancy Announcement

No. 18-02

Position Title:	Administrative Specialist
Location:	Brooklyn, New York
Level/ Salary Range:	CL 27 \$56,063 - \$91,183; CL 28 \$67,228 - \$109,245
Closing Date:	July 20, 2018 (or open until filled)

The United States Pretrial Services Office for the Eastern District of New York is currently accepting applications for the position of Administrative Specialist. Administrative specialists perform and coordinate administrative, technical, and professional work related to multiple administrative functions (such as human resources, procurement, property management, space and facilities, financial, budgetary, and/or statistical maintenance activities), including ensuring compliance with the appropriate guidelines, policies, and approved internal controls. Administrative specialists may lead the work of technicians or administrative support staff; however, their responsibilities do not typically involve formal supervisory responsibilities.

Position Duties and Responsibilities:

Provide professional administrative support for the office, which may include some or all of the following duties and responsibilities:

- Administer human resources programs by providing guidance and ensuring related paper work is completed to include payroll and benefits administration, classification and compensation, performance management and recruitment and selection.
- Maintain all recruitment related records, including position announcements, interview information, applicant's demographic statistics, and testing materials. Issue credentials and ID cards to all new employees. Manage Employment Suitability Program including background and credit checks and fingerprinting.
- Performs duties associated with training, such as serving as a training coordinator for scheduling and delivery of training programs.
- Performs duties associated with the Court's budget in a decentralized budgeting environment. Perform and oversee reconciliation of receipts; prepare financial reports. Prepare bills for payment.
- Perform purchasing activities ensuring procurement rules and regulations are followed. Monitor contracts and ensure terms are met. Prepare annual renewals of service agreements.
- Participate in special projects related to administrative service functions. May lead administrative support staff to include assigning and monitoring work.

Qualifications and Preferred Skills:

The position requires a bachelor's degree, preferably in Human Resources or Public Administration from an accredited college or university. Strong preference will be given to candidates who possess or are pursuing a graduate degree in management, human resources, or a related field. Ability to organize as well as oversee and complete multiple projects simultaneously with limited supervision.

Specialized Experience:

Significant experience in Human Resources administration, recruitment, training, benefits and any other experience that provide knowledge of rules, regulations, procedures and practices of human resources administration. Experience working in a team environment and a strong work ethic. **Ability to maintain confidentiality, demonstrate sound judgment and handling of sensitive material is essential.** Advanced computer skills are required, including proficiency in Adobe Acrobat and Microsoft Office.

Personal Characteristics:

Candidates must possess a consistent professional demeanor, and maintain courteous and responsive interaction with Judicial Officers, staff, the public and other stakeholders. Successful candidates must demonstrate strong written and verbal communication skills, flexibility, diligence with regard to detail and accuracy, and be able to manage the demands of varying workload responsibilities and deadlines. The successful candidate will have a record of unquestioned character, integrity, and reliability. Possess the ability to maintain confidentiality of sensitive personnel and other privileged information and have excellent judgement.

Conditions of Employment:

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. The selected candidate will be subject to a background check as a condition of employment and will be hired provisionally pending successful completion of the background check. Unsatisfactory results may result in termination of employment. Court employees are required to adhere to the *Code of Conduct for Federal Judicial Employees*. Employees of the U.S. Courts are Excepted Service Appointments and are not covered by the competitive services provisions of Executive Branch employment. This is commonly known as "at will" employment and employees can be terminated with or without cause by the Court.

Required Competencies (Knowledge, Skills, and Abilities):

- I. Administrative Management
Skill in gathering, researching and analyzing data. Skill in preparing reports and presentations. Skill in negotiating to resolve problems. Ability to deliver quality work products.
- II. Court Operations
Knowledge of court units and operations. Knowledge of judiciary policies set forth in the Guide to Judiciary Policy. Knowledge of various court administrative processes, policies, and procedures. Knowledge of legal terminology. Knowledge of federal rules, as applicable. Knowledge of judiciary audit standards and stewardship principles.
- III. Judgment and Ethics
Knowledge of and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

IV. Written and Oral Communication/Interaction

Ability to communicate effectively (orally and in writing) with individuals and groups to provide information and guidance. Ability to interact effectively and appropriately with the public and others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures.

V. Human Resources

Knowledge of federal judiciary rules, regulations, and guidelines for human resources activities. Skill in analyzing organizational functions and making recommendations on staffing, organizational structures, and other human resource solutions. Skill in comparing job requirements with applicant capabilities, analyzing data, and assessing overall impact of decision. Ability to lead a team of employees performing administrative support functions.

VI. Budget, Finance and Procurement

Knowledge of finance, budget, and procurement processes, policies, and procedures. Skill in preparing and administering budgets in a decentralized budgeting environment. Knowledge of accounting principles and procedures.

VII. Information Technology and Automation

Knowledge of and skill in using office procedures and a variety of office equipment and applications, such as word processing, email, spreadsheets, automated case management systems, automated human resources management systems, automated financial systems, and other computer-based systems used by the court or office. Skill in using computer software and other technology to enhance efficiency.

How to Apply:

Qualified applicants must submit the following:

- 1) Resume
- 2) Cover letter outlining qualifications and employment history
- 3) Completed and signed [AO 78 \(Federal Judicial Branch Application for Employment\)](#).

The complete application packet must be sent by electronic mail in PDF file format to Annette Vasquez, Personnel Specialist, at: employment@nyept.uscourts.gov . Selected applicants will be contacted for an interview.

The United States Pretrial Services Office is an Equal Opportunity Employer