

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF GEORGIA**

Submit to:

**Human Resources Office
Room 2013 U.S. Courthouse
75 Ted Turner Drive, SW
Atlanta, GA 30303-3338**

Vacancy Announcement #17-05

Closing Date: December 2, 2016, or until filled



**Administrative Assistant to the Chief Deputy for
Facilities, Security and Administration
Salary: CL 25 (\$40,962-\$66,576)
depending upon experience
with promotion potential to CL 26, without further competition**

The United States District Court has an *immediate opening* for an Administrative Assistant to the Chief Deputy for Facilities, Security and Administration.

The Administrative Assistant will provide a variety of administrative and technical assistance to the Chief Deputy to ensure the smooth and efficient management of the office. This position provides secretarial support to the Chief Deputy, and administrative support duties such as filing, copying, distributing mail, inputting data, answering phones, typing, preparing draft documents/formatting and assembling reports. The Administrative Assistant will cross-train for other duties in the office of the Chief Deputy.

REPRESENTATIVE DUTIES:

- Provide secretarial support to the Chief Deputy.
- Coordinate appointments for the Chief Deputy.
- Maintain office files pertaining to functions of the Chief Deputy.
- Perform back-up duties to the Executive Secretary.
- Perform back-up duties relating to court reporter assignments and interpreter usage.
- Perform back-up for interpreter requests.
- Process forms for non-certified interpreters to accompany attorneys to the detention centers.
- Perform back-up duties relating to judges' travel and court employees' travel.
- Process requests with GSA for overtime utility requests from the judges and court units each Friday, or as needed.
- Maintain and resolve repair issues with color copier and fax machines; coordinate service calls for color copier and fax machine, as needed.
- Assist with preparations for Judges' Meetings, investiture ceremonies for new judges, judges' retirement ceremonies, portrait presentations, and other protocol functions, including drafting and mailing invitations and printing of programs.
- Perform back-up duties in coordinating requests for use of the Ceremonial Courtroom, vacant courtrooms, and adjunct facilities (e.g., witness rooms) and for meetings in court facilities; maintain calendar entries of facilities reservations to avoid duplication or confusion in assignments.
- Other duties as may be assigned.

GENERAL EXPERIENCE:

Minimum of two years of progressively responsible administrative experience in an executive office environment which required the daily exercise of tact, good judgment, decisiveness, resourcefulness, poise and initiative. Demonstrated excellence in written and oral communications skills required. Previous experience must have included responsibility for creating, proofreading and editing documents for spelling,

**Administrative Assistant
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grammar, punctuation and syntax. Administrative skills must include proficiency in document preparation, file maintenance, record keeping, and preparation of presentation materials. Personal computer skills are essential.

SPECIALIZED EXPERIENCE:

Knowledge or familiarity with legal documents and terminology preferred. Advanced skills in WordPerfect and Excel a plus. Strong organization and time management skills and ability to manage multiple projects concurrently a must.

PREFERRED QUALIFICATIONS:

Bachelor's degree from an accredited college or university. Prior legal/court experience as a legal assistant, paralegal and/or judicial assistant strongly preferred.

PROFESSIONAL CHARACTERISTICS:

Ability to communicate clearly and professionally with a wide ranging constituency, including federal judges, court managers, attorneys, the public, and other court employees. Ability to work harmoniously with others, while maintaining strict confidentiality. Strong personal and professional integrity.

BENEFITS:

- Accrual of paid vacation and sick leave days, based on length of service, and ten paid holidays during the year.
- Participation in pre-tax benefit programs (Health, Dental, and Vision Insurance programs; Flexible Spending Accounts; Commuter Reimbursement Benefit).
- Available group life insurance and long term care insurance.
- Public Transportation Subsidy.
- Participation in the Federal Employees Retirement System (FERS).
- Thrift Savings Plan (with employer matching a percentage of employee's contribution).

NOTICE TO APPLICANTS:

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. All employees are required to adhere to a Code of Conduct, copies of which are available upon request. As a condition of employment, the selected candidate must successfully complete a background investigation with law enforcement agencies, as well as a check of financial and credit records. Any position offer will be considered provisional until a full suitability determination can be made. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicant must be a United States Citizen or eligible to work in the United States.

The United States District Court is part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service positions.

APPLICANT INFORMATION:

To apply for this position, qualified applicants should submit: 1) an application for Judicial Branch Federal Employment, Form AO 78 (available via the following link: <http://www.uscourts.gov/forms/AO078.pdf>). 2) a cover letter addressing qualifications and relevant experience; and 3) a chronological résumé including education, employment and salary history. Completed package should be submitted electronically to HR_GAND@gand.uscourts.gov or via mail to **United States District Court, Attn: Human Resources Manager, Vacancy #17-05, 75 Ted Turner Drive, SW, Room 2013, Atlanta, GA 30303-3338**. All applicants will be screened to identify the best qualified and suitable candidate. Only the best qualified candidates will be invited for an interview. Interview and relocation expenses are not reimbursable.