

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

**Human Resources Office  
75 Ted Turner Drive, SW, Room 2013  
Atlanta, Georgia 30303-3338  
Vacancy Announcement: 18-23**



**Opening Date: March 26, 2018  
Closing Date: Open until filled; early application encouraged**

**FACILITIES ASSISTANT  
Temporary 90-day Appointment  
Salary: \$13.48/hour**

The United States District Court for the Northern District of Georgia is accepting applications for the position of **Facilities Assistant**. This is temporary 90-day appointment. The incumbent reports directly to the Project Manager for Space & Facilities.

**Representative Duties:**

- Assist the Project Manager to identify and dispose of excess property, following applicable guidelines and policies.
- Relocate furniture and fixture items as required.
- Properly dispose of abandoned or unrepairable damaged property.
- Monitor General Services Administration (GSA) Auctions for sale of surplus property.
- Meet buyers who purchased furniture through the GSA Auctions program.
- Serve as liaison for the disposal officer and contact parties interested in the redistributed and for sale items.
- Assist disposal officer with reports of final disposition and method of disposal of excess property (e.g., transfer, donation, sale, recycle, abandonment, or destruction).
- Identify and prepare documentation for disposal of property, such as furniture, fixture, and equipment.
- Assist with records management by filing, scanning, and maintaining documents.
- Assist with asset inventory, using both manual and automated inventory tracking tools.
- Perform all other duties as assigned.

**Mandatory Qualifications:** High school graduation or equivalent.

**Special Requirements:** Applicants may be required to lift items exceeding 50 pounds. Some travel may be required.

**Notice to Applicants:** Employees of the United States District Court 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 check with law enforcement agencies and a check of financial and credit records. All offers of employment are provisional until a full suitability determination has been made. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicant must be a United States citizen or otherwise 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.

**Application Process:** To apply for this position, qualified applicants should submit: 1) an Application for Judicial Branch Federal Employment, Form AO 78, (available through this link: <http://www.uscourts.gov/file/635/download>); 2) a cover letter addressing qualifications and relevant experience; and 3) a chronological résumé including education, employment, and salary history. The completed package should be submitted electronically to [HR\\_GAND@gand.uscourts.gov](mailto:HR_GAND@gand.uscourts.gov) or via mail to **United States District Court, Attn: Human Resources Manager, Vacancy #18-23, 75 Ted Turner Drive, SW, Room 2013, Atlanta, GA 30303-3338**. All applicants will be screened, and only the best qualified candidates will be invited for a personal interview. Interview and relocation expenses are not reimbursable.

*The United States District Court is an Equal Opportunity Employer.*