UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF GEORGIA

Human Resources Office
75 Ted Turner Drive, SW, Room 2013
Atlanta, GA 30303-3338
Vacancy Announcement # 20-20
Opening Date: September 3, 2020
Closing Date: September 30, 2020, or until filled

PROJECT SPECIALIST
CL 27
With promotion potential to CL 28, without further competition

Salary Range: $53,951 - $87,667 depending upon education and experience

The United States District Court Clerk's Office, Atlanta Division, is accepting applications for the position of ***Project Specialist.*** The Project Specialist assists the Project Manager in all project areas, both new construction and renovation projects; space planning; design; interior and furniture layouts; facilities maintenance oversight; and, procurement coordination.

REPRESENTATIVE DUTIES:

- Serve as point of contact for court space and facilities projects and as liaison for the Clerk's Office with other court offices, the General Services Administration (GSA), and consulting architects, engineers and contractors.
- Assist in the review of design layouts and/or architectural/interior design drawings by GSA, consulting architects, and engineers to ensure they meet the needs of the court.
- Coordinate with GSA space and facilities project specialists to facilitate communication with architectural and engineering specialists.
- Assist in preparing solicitations and statements of work/specifications for outside designers, architects, engineers, and contractors.
- Work with GSA to establish schedules for completion of projects as efficiently as possible.
- Monitor progress of design and construction projects through site visits, meetings, e-mails and telephone calls.
- Conduct walkthroughs of facility construction/renovation projects and prepare punch lists, as necessary.
- Prepare periodic project status reports.
- Identify funding requirements for new construction and renovation projects.
- Draft documentation to request new, modified, or release of court space.
- Periodically review and validate court space.
- Assist the court's project manager in the planning and scheduling of facilities projects.
- Assist the court's project manager in developing concept designs, when necessary, by creating space and furniture layouts utilizing MS Visio or AutoCAD software.

- Assist the court's project manager with recommendations to court officials regarding quality, color, and design of room finishes, furniture, window coverings, fixtures, and accessories in keeping with policy, regulations, budgetary considerations, and end-user preferences.
- Review GSA cost estimates and vendor bids to determine whether prices are fair and reasonable; determine if quality meets specifications and performance standards.
- Locate vendor sources for regular and emergency purchases, as quickly as possible, while adhering to all procurement policies and procedures.
- For all divisional courthouses, obtain information on facility maintenance and housekeeping issues and coordinate corrections with GSA, on-site maintenance, or housekeeping staff.
- Coordinate with GSA, on-site maintenance staff, and housekeeping staff to ensure preventative maintenance (PM) services, periodic assessments of court occupied spaces, on-going maintenance and repairs, and housekeeping needs are provided properly and timely.
- Ensure updates to building signage and evacuation plans are accomplished in a timely manner.
- Coordinate overtime utilities and temperature control during court sessions and for court events.
- Identify potential projects and prepare a proposed priority list for Chief Deputy Clerk review.
- Obtain information from various sources to develop funding requests for space and facilities projects.
- Ensure effective stewardship of court funds.
- Perform other duties as assigned.

Occasional travel may be required. The candidate must have the ability to perform occasional physical work such as lifting and moving materials (up to approximately 50 pounds).

EXPERIENCE AND EDUCATION: A minimum of five years of progressively responsible experience in facilities planning, design, construction, and project management that included overseeing new construction and renovation projects. Demonstrated ability to review and analyze construction documents and cost estimates, and resolve issues from preliminary design through construction; a working knowledge of procurement and contracts; well-developed organizational skills and ability to simultaneously oversee and coordinate a range of projects at various stages of design and construction; skill in the use of automation, including word processing, spreadsheets, and project management applications, as well as automated drawing systems (preferably MS Visio or AutoCAD**).**

The candidate must possess excellent grammar, written, oral and graphic communication skills, and interpersonal, analytical and record keeping skills. The substantial amount of interpersonal communication required in the fulfillment of the duties and responsibilities of the position requires that the candidate manifest the highest degree of professionalism, poise, courtesy and tact at all times. The candidate must be able to work collaboratively with staff from all areas of the Court, other agencies, and vendors, and exercise initiative on a daily basis. The candidate must consistently demonstrate integrity, sound ethics, mature judgment and compliance with the *Code of Conduct for Judicial Employees* and the District Court's confidentiality policy.

PREFERRED QUALIFICATIONS:
Preference will be given those candidates with

- An associate's or bachelor's degree in the related field of study (construction management, engineering, etc.)

- Project Management Professional (PMP) Certification

- Experience working in a legal and/or court environment, particularly a federal court.

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).
- 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 certain 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 of the Clerk's Office are required to adhere to a Code of Conduct, copies of which are available upon request. All employees serve a one-year probationary period. 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. Applicants must be United States citizens or eligible to work in the United States.

The United States District Court is a 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 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 or via mail to **United States District Court, Attn: Human Resources Manager, Vacancy #20-20, 75 Ted Turner Drive, SW, Room 2013, Atlanta, GA 30303-3338**. The position will remain open until it is filled. All applicants will be screened, and only the best qualified candidates will be invited for an interview. Interview and relocation expenses are not reimbursable.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.