



CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT
Northern District of Iowa

POSITION

POSITION OVERVIEW

Administrative Specialist

Announcement No. 20-06

LOCATION

Cedar Rapids, Iowa

SALARY/TARGET

CL 25
\$42,302- \$68,808
Starting salary commensurate
with qualifications and
experience

OPENING DATE

October 5, 2020

CLOSING DATE

October 26, 2020 or until filled

The Clerk’s Office of the United States District Court for the Northern District of Iowa is seeking applications for a full-time, permanent Administrative Specialist in its Cedar Rapids, Iowa office. This challenging, professional level position is primarily responsible for providing a variety of administrative and technical assistance to ensure the smooth and efficient management of the office and to facilitate the court’s mission. The position provides support in accordance with approved internal procedures and policies and encompasses a variety of administrative services, such as finance, budget, property management, procurement and case administration.

The Northern District of Iowa is a Federal District Court with offices and courthouses in Cedar Rapids, Iowa and Sioux City, Iowa. The Clerk’s Office currently consists of 23 employees and provides administrative support for five Judges and their staff.

The court is seeking an experienced and energetic self-starter with excellent communications skills to support court operations. While duties may vary, it is anticipated that they will include all or some of the following:

- Procure supplies, equipment, services and furnishings from government and non-government contracts. Plan and coordinate time and delivery of purchases. Assess requests for goods and services by ensuring they are allowable under limitations, restrictions and policies, as well as determining availability of funds.
- Processes incoming mail and prepares mail logs.
- Assist with preparing, receiving, reviewing and processing travel authorizations and travel vouchers.
- Serve as assistant to the Clerk of Court and Deputy Clerk as needed.
- Perform financial and budgetary duties such as processing accounts payable and accounts receivable transactions. Assist with balancing and reconciling of financial records. Assist with non-appropriated funding requests.
- Disseminate communications to appropriate managers, executives and peers and follow up on action items to ensure a comprehensive and coordinated response.
- Assist with coordinating conferences, meetings, court ceremonies and visitors. Assist in the preparation of

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| | <p>agendas; act as secretary for meetings, preparing materials, taking and distributing minutes.</p> <ul style="list-style-type: none">• Provide operational court support to case administration department as needed• Other duties as assigned. |
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QUALIFICATIONS

Required Qualifications:

Applicants must be a U.S Citizen or eligible to work in the United States. High School Diploma or GED is required.

- Applicants must have at least two years general experience. Generalized experience is defined as progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.
- Applicants must have at least 2 years of specialized experience. **Specialized experience:** Progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, procedures and practices of an Administrative Specialist and involved the routine use of automated administrative systems or other computer-based systems and applications such as word processing, spreadsheets or databases.
- Applicants **must** possess:
Excellent customer service skills, exceptional communication skills, both orally and in writing, ability to exercise mature judgment and to manage multiple tasks simultaneously. Applicants must also possess the ability to work independently and be a strong team player who is flexible in a changing environment. Attention to detail is critical. Experience with software and spreadsheets, including Microsoft Office Suite.
- In addition to the above, to qualify for this position a person must possess:
 - o High level reading comprehension;
 - o Exceptional organization skills, particularly priority and time management capabilities;
 - o Ability to exercise initiative in handling issues encountered while performing assigned duties;
 - o Ability to work both independently and as part of a team;
 - o Ability to problem-solve;
 - o Unquestioned integrity and a positive, "can do" attitude.

BENEFITS

Benefits include participation in the Federal Employees Retirement System (FERS) and Thrift Savings Plan (similar to 401K plan with employer matching contributions), Federal Employees Health Benefits, Federal Employees Group Life Insurance, Federal Employees Dental and Vision Programs, Flexible Benefits Program, Long Term Care insurance, 10 paid holidays, Paid vacation and sick leave. Please visit <http://www.uscourts.gov/careers/benefits> for additional information.

ADDITIONAL INFORMATION FOR APPLICANTS

Applicants are advised that false statements or omission of information on any application materials or the inability to meet the aforementioned conditions may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

All court employees are in the excepted service and are required to adhere to the Code of Conduct for Judicial Employees which is provided to each employee.

All employees of the U.S. District Court (except Law Enforcement Officers) are considered "at will" employees and may be terminated with or without cause.

Hiring of the successful applicant will be contingent upon the satisfactory completion of a background check.

This position is subject to mandatory electronic direct deposit of salary payment.

The U.S. District Court provides reasonable accommodations to applicants with disabilities.

HOW TO APPLY

To be considered for this position, qualified candidates must submit an application packet which includes:

- A cover letter of interest that addresses qualifications and relevant experience;
- A current resume;
- Names and contact information for three professional references.
- Form AO78, Application for Judicial Branch Employment, which may be obtained at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>

Application documents should be emailed as a single PDF to:
applications@iand.uscourts.gov

Include announcement number in email subject line.

Please note:

Due to the volume of applications received, the court will only communicate with those applicants selected for an interview.

The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement sooner than the advertised closing date without written notice to the applicants. Incomplete applications, as well as those not submitted electronically, will not be considered.

The United States District Court is an Equal Employment Opportunity employer and welcomes diversity.