

**UNITED STATES DISTRICT COURT
DISTRICT OF NEW JERSEY**

William T. Walsh, Clerk



**Career Opportunity
Announcement # 16-04**

Position Title: Administrative Support Specialist

Classification Level: CL 25 (starting from \$43,640 – 70,980) to
CL 26 (range starting at \$48,083 - \$78,127)
**salary placement based on qualifications,
experience and court funds*

Duty Station: Trenton, New Jersey

Posting Period: January 5 to January 18, 2016

POSITION SUMMARY

The U.S. District Court for the District of New Jersey is seeking a motivated, highly organized, detail-oriented individual to assume the position of Administrative Support Specialist. This individual will be working directly for the Chief Deputy of Administration and Chief Deputy of Operations, providing general office administrative support. The Administrative Support Specialist is the main coordinator of CLE-related programs district wide. Court and/or CLE events occur in all three divisional offices and at outside locations, therefore travel is required.

REPRESENTATIVE DUTIES

Provide administrative support to the Chief Deputy of Administration and to the Chief Deputy of Operations, performing general office administrative duties.

Act as an office liaison to the New Jersey Supreme Court's Board on Continuing Legal Education ("CLE") to qualify and register courses for CLE credit with the Board. Maintain records of CLE events and report as required to the Board. Answer questions from the Bar regarding CLE events and credits. Use automated tools to monitor and maintain lists of attendees.

Coordinate and schedule CLE-related programs for the U.S. District Court for the District of New Jersey. Work with various court units and agencies to provide for the technical and facility-related needs of each program. Work with the event lead/host with regard to speakers, agendas and handouts and provide certificates of completion to members of the Bar. Negotiate with other service providers, vendors and caterers for court events.

Maintain the court events calendar for the New Jersey District Court.

Provide support to the Chief Deputy of Operations for committee meetings and Judges' meetings, as delegated.

Prepare documents, correspondence and reports, as necessary. Update and maintain manuals, reports, and forms.

Act as a Custodial Officer utilizing the Judiciary Inventory Control System (JICS) to maintain the inventory of court property in accordance with judiciary regulations.

Assist with other court-related programs and/or training.

Manage access to the parking lot for the Trenton vicinage to accommodate juror needs.

Participate in and/or manage special projects, committees related to administrative service functions, as needed.

QUALIFICATIONS

The successful candidate must have at a minimum a high school diploma or the equivalent and two years of general clerical or administrative experience. To qualify for the CL 25, applicants must have at least two (2) years of specialized experience, one year of which must be experience equivalent to work at CL 24. To qualify for the CL 26, applicants must have two (2) years of specialized experience, one year of which must be experience equivalent to work at CL 25. Specialized experience is progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, practices and principles touching on the areas of facility, procurement, inventory and budget.

COURT PREFERRED SKILLS

The successful candidate should demonstrate excellent organizational, analytical and interpersonal skills. This position also requires strong motivation, initiative, attention to detail, a friendly and customer focused attitude and the ability to handle multiple priorities and tasks simultaneously. The Administrative Support Specialist will be communicating routinely with management, staff, attorneys and vendors, therefore the candidate should demonstrate the ability to communicate professionally and with tact both orally and in writing. The incumbent must be able to handle confidential matters appropriately. Court and/or CLE related events occur in all three divisional offices and at outside locations, therefore travel is required. Proficient in WORD, Excel spreadsheets and lotus notes email. Demonstrate the ability to learn automated systems to manage information. Previous experience in event planning is helpful.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in the U.S. A background investigation including fingerprint and criminal record check will be conducted. Any applicant selected for a position will be hired provisionally pending favorable suitability determination of the background investigation.

INFORMATION FOR APPLICANTS

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for an interview. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may elect to select a candidate from the original qualified applicant pool.

Judiciary employees serve under excepted appointments and are considered "at will" and can be terminated with or without cause by the court. All information provided by applicants is subject to verification and false statement or omissions of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment. All newly appointed employees are subject to a six-month probationary period.

APPLICATION PROCESS

Qualified applicants must submit *electronically* (1) a cover letter *which should include salary requirement* and (2) an updated resume to the attention of Emma C. Fernandez-Regan, Human Resources Manager via the following recruitment email address: http://www2.ca3.uscourts.gov/vacancyupload/njd_1604.aspx *on or before January 18, 2016.*

***THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF NEW JERSEY IS AN
EQUAL OPPORTUNITY EMPLOYER***