

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

**William T. Walsh, Clerk**



**Career Opportunity  
Announcement # 16-05**

**Position Title:** Emergency Preparedness Specialist

**Classification Level:** CL 27 (starting from \$52,809 to \$85,864)  
*\*salary placement based on qualifications,  
experience and court funds*

**Duty Station:** Trenton, New Jersey

**Posting Period:** January 5, 2016 to January 18, 2016

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**POSITION SUMMARY**

The U.S. District Court for the District of New Jersey is accepting resumes for the position of Emergency Preparedness Specialist. Reporting directly to the Chief Deputy of Administration, the Emergency Preparedness Specialist is responsible for providing recommendations, advice, and assistance with respect to all aspects of emergency preparedness, continuity of operations planning, and emergency exercises for the District Court including ensuring compliance with the appropriate guidelines, policies, and practices.

**REPRESENTATIVE DUTIES**

Serve as the central resource on contingency-related plans and emergency preparedness issues. Reviews and refines Occupant Emergency Plans (OEP) for each vicinage in the District Court.

Develop supporting data and materials for various forums and, along with the Training Specialist, serve as an instructor for workshop training sessions involving Occupancy Emergency Plans and emergency preparedness topics for the District Court.

Recommend strategies and communicate plans for disseminating information to chambers, clerk's office staff, and other federal/governmental agencies.

Coordinate with information technology staff and court managers on the Emergency Notification System (ENS) and assist with the emergency hotline informational broadcasts.

Provide exercises on the implementation of the OEPs and Continuity of Operations Plan (COOP) and conduct tests of all plans, as necessary. Assist in the development of the floor monitor training program for the District Court, including delivering training modules and developing new modules with the Training Specialist.

Establish and maintain contacts with U.S. Marshals Service (USMS), Federal Protective Service (FPS), Federal Emergency Management Agency (FEMA), local police, fire, and public health officials, and Judiciary Emergency Preparedness Office (JEPO) to ensure effective interagency communication.

Attend court building security meetings; assist with the preparation of agenda topics, materials, minutes and written follow up action items.

Monitor the court's emergency supplies and keep them up to date. Maintain shelter-in-place (SIP) zones and mailrooms in a state of readiness. Keep information relevant to OEP on the District Court's web site up to date. Keep floor monitor rosters up to date and posted in appropriate locations. Identify individuals with mobility needs and ensure a

plan is in place. Coordinate the scheduling of building evacuation and shelter-in-place drills. Participate in monitor drills and identifying procedures which need to be corrected.

Assist in the analysis of court facilities (e.g., dissemination of USMS court facility surveys and FPS assessments, etc.); address court operational emergency preparedness concerns.

Serve as a subject matter specialist and repository for district-wide OEPs, and COOP documentation and up-to-date materials.

Perform duties related to background checks and investigation, including the processing of fingerprints and duties related to the issuance of the judiciary Facility Access Cards (FAC).

Perform other duties as assigned.

## **QUALIFICATIONS**

The successful candidate must have at a minimum a high school diploma or the equivalent and three years (3) of general administrative experience the provided skill in effective decision making and problem solving, effective communication and understanding and interpreting rules, regulations and policies. The successful candidate should also have at least two years of specialized experience equivalent to work at CL 25. Specialized experience is progressively responsible administrative experience that provided knowledge of the rules, regulations, practices and principles in the area of facilities, procurement and project management.

## **COURT PREFERRED SKILLS**

The successful candidate should demonstrate excellent organizational, analytical and interpersonal skills. The incumbent for this position should also demonstrate a friendly and customer focused attitude and the ability to handle multiple priorities and tasks simultaneously. The Emergency Preparedness Specialist will be communicating with management, court staff and inter-agency work groups and other federal law enforcement personnel as necessary, therefore the candidate should demonstrate the ability to communicate professionally and with tact both orally and in writing. Proficient in WORD, Excel spreadsheets, lotus notes email and internet explorer. Knowledge of and/or use of the Emergency Notification Broadcast (EBS) is helpful. Travel to the three divisional offices is required.

## **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\\_1605.aspx](http://www2.ca3.uscourts.gov/vacancyupload/njd_1605.aspx) *on or before January 18, 2016.*

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