

**UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF INDIANA**

**CAREER OPPORTUNITY**

**Administrative Specialist**

*(Announcement 19-07)*

Location: Indianapolis, Indiana

Position Type: Full Time Permanent

Opens: September 27, 2019

Closes: Open Until Filled

**[Preference to those applying by October 18, 2019]**

Salary: CPS CL 26 – 27 [\$45,673 - \$81,563]

(Starting salary based upon qualifications and experience. Promotion potential to CL 27 based on needs of court unit and experience of incumbent)

**POSITION SUMMARY**

The Administrative Specialist supports the Clerk of Court (the “Clerk”) in accordance with applicable procedures and policies, by performing duties which include, but are not limited to, work in the following areas: Court property management, space and facilities, court operations, and project management.

**DUTIES AND RESPONSIBILITIES**

- Coordinate interactions with lessors, property managers, and contractors.
- Implement and follow a cyclical maintenance plan.
- Represent the Court unit in planning and implementation of building design and/or remodeling projects, including selection and purchase of furnishings.
- Coordinate conferences, meetings, Court and judicial ceremonies, and social events.
- Handle Clerk and Chief Deputy administrative matters such as processing correspondence, preparing official Court documents, greeting and screening calls and visitors, and maintaining official Clerk files.
- Ensure compliance with the appropriate guidelines, policies, and approved internal controls for the Clerk and Chief Deputy Clerk.
- Disseminate and track communications to appropriate personnel.
- Serve as the Clerk’s liaison to the public, other courts, Judges’ Chambers, the Administrative Office of the United States Courts, and the Federal Judicial Center.
- Travel to divisional offices and to conferences and training as needed.
- Perform other duties as assigned.

**QUALIFICATIONS**

Associates or bachelor’s degree is required. In addition, applicant must possess two years of general experience and at least one year of specialized experience that provided the particular knowledge, skills and abilities required to perform the duties of this position. To qualify for CL 27 applicant must possess two years of specialized experience. Requirements include: experience with Office 365, particularly Word and Excel; the ability to manage records; follow detailed instructions; multitask; and the ability to manage projects. Knowledge of local Court rules, practices, procedures, processes, and forms are a plus, as is training or experience in interior design, design software, or systems furniture. Attention to detail and effective communication skills are critical.

## **PERSONAL CHARACTERISTICS**

Candidates must possess excellent communication and interpersonal skills, maturity and judgment. Attention to detail is critical. Being a team player and being flexible in a changing environment are essential characteristics. Applicant must be able to communicate effectively with all levels of end users.

## **BENEFITS AND HIRING POLICIES**

The United States Courts offer benefits to full-time employees which include:

- 10 paid holidays per year
- 13 - 26 paid vacation days (dependent upon years of service)
- Paid sick leave
- Health, dental, vision and life insurance options
- Long- term care insurance
- Flexible spending accounts for medical/dependent care
- Thrift savings (retirement) plan with employer matching
- Mass transportation subsidies
- Credit Union participation
- 

The United States Bankruptcy Courts is part of the Federal Judiciary. As such, most employees fall under the Court Personnel System (CPS) as opposed to the General Schedule (GS) for federal employees of the Executive Branch. Although comparable to civil service in salary, leave, and insurance benefits, employees of the U.S. Courts have **EXCEPTED** service appointments. They are at-will employees appointed by the Court Unit Executive, and can be terminated with or without cause by the Court. The incumbent selected for this vacancy will receive on-the-job training.

The Clerk reserves the right to modify the conditions of this job announcement by withdrawing or filling more than one position described herein. The final candidate will be subject to a background check or investigation, and periodic re-investigations, if applicable, with retention contingent upon a favorable suitability determination. The Federal Financial Reform Act of 1994 mandates that net salary payments be transferred electronically by direct deposit.

## **PROCEDURES FOR APPLYING**

Submit a resume to [HRDept@insb.uscourts.gov](mailto:HRDept@insb.uscourts.gov).

E-mailed documents must be in Word or PDF format. Zip files will not be accepted. Due to the anticipated number of applications, only the best qualified applicants will be contacted for a personal interview.

***THE UNITED STATES COURTS ARE AN EQUAL OPPORTUNITY EMPLOYER***