



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

ADMINISTRATIVE SERVICES ASSISTANT

ANNOUNCEMENT NUMBER 15-WAW-19

ANNOUNCEMENT DATE July 16, 2015

CLOSING DATE August 2, 2015

The U.S. District Court for the Western District of Washington is seeking a qualified Administrative Services Assistant. This position is part of Consolidated Administrative Services located in the federal courthouse in Seattle, Washington. Some travel to the divisional offices may be required.

The Administrative Services Assistant assists budget, procurement, space and facilities and human resources staff, who support chambers, the clerk's office, and probation and pretrial services for the Court.

REPRESENTATIVE DUTIES

- Provides a variety of administrative support for HR, budget, and procurement.
- Responsible for establishing and maintaining the court's social media presence, including LinkedIn, Facebook, Twitter, etc.
- Responsible for administration of the court's electronic leave and timekeeping system. Sets up new accounts and provides training and mentoring for employees on the use of the system.
- Assists with the employee recognition program, including purchasing and tracking recognition items and organizing recognition events.
- Coordinates logistics for training programs.
- Provides back up support for HR processes such as facility access card (FAC) program, recruitment, on boarding, and the extern program.
- Assists with emergency planning for court and courthouse, working with GSA, U.S. Marshals and courthouse staff.
- Maintains records and files for the department, including electronic and hard copy information.
- Responsible for adding and maintaining vendors in the court's accounting system for all court units in the district.
- Places orders for supplies and maintains inventory.

QUALIFICATIONS	• High school diploma or equivalent and a minimum of two years of progressively responsible administrative, technical or professional experience. • Proficiency with a wide range of technology, including Microsoft Office and SharePoint. • Collaborative work style and the ability to respond to a wide variety of people tactfully and courteously, both in person and on the phone. • Ability to work with frequent interruptions, yet maintain a helpful and professional demeanor. • Ability to be self motivated, flexible and to work independently, consistently demonstrating sound ethics and judgment. • Strong organizational skills and attention to detail. • Thorough knowledge and understanding of the policies and procedures of the unit.
PREFERRED QUALIFICATIONS	• Experience developing and maintaining social media sites.
SALARY RANGE	Court Personnel System Classification Level: CL25, Step 1 – 61, \$41,297 - \$67,170 CL26, Step 1 – 61, \$45,502 - \$73,933 Depending on experience and qualifications; promotional potential without further recruitment.
INFORMATION FOR APPLICANTS	Qualified applicants should submit the following: • Cover letter • Resume Via e-mail (Word or Acrobat .pdf format) to: seattle_personnel@wawd.uscourts.gov Or to: Human Resources (#15-WAW-19) U. S. District Court 700 Stewart Street, Suite 2218 Seattle, WA 98101 Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Applicants selected for interviews must travel at their own expense. Qualified applicants selected for interviews will be tested. The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment. The Federal Financial Management Reform Act requires direct deposit of federal wages. The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

	The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.
BENEFITS	Employees of the United States District Court are considered “at will” employees. Judiciary employees participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term disability and long term care options, annual and sick leave accrual, and ten paid holidays per year. Judiciary employees are <u>not</u> covered by the Office of Personnel Management’s civil service classification system or regulations. For additional information on employment with the federal courts, please visit www.uscourts.gov.

The United States District Court is an equal opportunity employer and values diversity in the work place.