

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF GEORGIA**

Submit Resume To:
Human Resources Office
Room 2013 U.S. Courthouse
75 Ted Turner Drive, SW
Atlanta, Georgia 30303-3338
Vacancy Announcement: 23-27

Opening Date: July 17, 2023
Closing Date: August 7, 2023 @ 4:45 p.m.



POSITION TITLE: Administrative Specialist
CL 25 to CL 27 (\$48,239 - \$94,896)
Placement depending on qualifications and experience.
If placed at the blue level, there is promotion potential to CL 27
without further competition

The United States District Court Probation Office for the Northern District of Georgia has an opening for an **Administrative Specialist** in the Atlanta office. The Administrative Specialist performs and coordinates administrative, technical, and professional work related to procurement, contracting, and budgetary activities, including ensuring compliance with the appropriate guidelines, policies, and approved internal controls. This position is available October 2, 2023.

Representative Duties:

- Contracts for maintenance and repair of equipment and makes recommendations for replacement equipment through government and non-government sources, competitive bids, or existing government contracts; maintains history of repairs and prepares reports as required.
- Secures and analyzes quotations; negotiates prices and terms with suppliers; and recommends suppliers with respect to cost, quality, and delivery competitiveness for assigned responsibilities.
- Assesses requests for services by ensuring that they are allowable under limitations, restrictions, and policies, as well as determining availability of funds. Prepare spreadsheets and maintain databases to track certain expenditures.
- Prepares requisitions, purchase orders, and other obligating documents in the *Judiciary Integrated Financial Management System* and maintains purchasing records and reports in accordance with the *Guide to Judiciary Policy*.
- Identifies and maintains lists of vendors and sources of services. Reviews, evaluates, and verifies invoices.
- Participates in the formulation of the budget spending plan as it relates to assigned Budget Object Codes (BOCs) accounts assigned and treatment services.
- Reviews treatment plans submitted by probation officers for accuracy and compares to monthly invoices submitted by vendors to ensure proper payment of services.
- Prepares payment authorizations and files processed procurement invoices timely.
- Maintains GSA Fleet by managing vehicle inventory, confidential tag renewals, repairs, and maintenance schedules. Reconciles monthly invoices, monitors payments, and maintains monthly taxation reporting for Administrative Office of the U.S. Courts purposes.
- Ensures adherence to *Guide to Judiciary Policy* and *Judiciary Procurement Procedures* on procurement practices. Adheres to the court unit's internal control procedures.
- Obtains contracting officer certification and maintains certification through continuing education training sessions and courses.
- Performs other such duties as assigned.

Required Qualifications:

To qualify at step 1 of CL 25, the successful candidate must be a high school graduate or equivalent, and have one year of specialized experience;

or

Completion of the requirements for a bachelor's degree from an accredited college or university.

To qualify at step 1 of CL 26 or CL 27, the successful candidate must be a high school graduate or equivalent, and two years of specialized experience;

or

Completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
- Standing in the upper third of the class;
- "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology; or
- Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in business or public administration, political science, criminal justice, law, or other fields closely related to the subject matter of the position.

To qualify at step 2 to 25 of CL 25, the successful candidate must have at least two years of specialized experience.

To qualify at step 2 to 25 of CL 26 or CL 27, the successful candidate must have at least three years of specialized experience.

Specialized experience is knowledge of procurement and property management procedures and the related government procurement policies and procedures. Progressively responsible clerical or administrative experience requiring the regular and recurring application of procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology related to contracting and procurement of services and supplies.

The successful candidate should:

- demonstrate ability to be a self-starter, capable of multi-tasking in a fast-paced environment where attention to detail and timeliness are required; must be adaptable and flexible.
- demonstrate sound judgment and ability to maintain confidentiality.

Preferred Qualifications:

- Experience within the federal judiciary.
- Bachelor's degree from an accredited college or university in a related field.
- Knowledge of general government procurement policies, procedures and protocols needed to maintain purchase order information.
- Skill in negotiating terms and conditions of services and contracts with vendors.
- Ability to interpret and implement federal judiciary guidelines and policies regarding areas of procurement. Ability to read and interpret policies and procedures imposed by authorities on procurement practices.
- Willingness to take classes and obtain various court-related certifications.
- Ability to communicate clearly on procurement issues; possesses excellent oral and written communication skills, including writing and proofreading; and skills and abilities in record keeping and reporting.
- Ability to work independently as well as interact as a member of a team. Ability to follow detailed instructions.

Employee Benefits:

- Accrual of paid vacation and sick leave days, based on length of service, and eleven paid holidays during the year.
- Participation in pre-tax benefit programs (health, dental, and vision insurance programs; Flexible Spending Accounts; Commuter Reimbursement Benefit).

- Available group life insurance and long term care insurance.
- Participation in the telework program.
- Public Transportation Subsidy.
- Participation in the Federal Employees Retirement System (FERS).
- Thrift Savings Plan (with employer matching a percentage of employee's contribution).
- Employee Assistance Program, which provides free counseling, financial assistance, and basic legal services to all eligible employees.
- Access to an onsite Fitness Center.

NOTICE TO APPLICANTS: Employees of the United States District Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. All employees are required to adhere to a Code of Conduct, copies of which are available upon request. All employees serve a one-year probationary period. As a condition of employment, the selected candidate must successfully complete a background check with law enforcement agencies and a check of financial and credit records. All offers of employment are provisional until a full suitability determination has been made. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicants must be a United States citizen or eligible to work in the United States.

The United States Probation Office is a part of the judicial branch of the United States government. Although comparable to the executive branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service positions.

The selectee for this position is subject to a criminal record check and satisfactory adjudication by the employing office to be eligible for employment. Candidates will not be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing the AO-78 are not required to complete questions 18-20 regarding criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. Providing false and/or misleading information may be grounds for removal from the application and selection process as well as disciplinary action if discovered after an individual's date of hire.

Application Process: To apply for this position, qualified applicants should submit: 1) a résumé; 2) a cover letter addressing qualifications and relevant experience; and 3) an application, Form AO 78, Federal Judicial Branch Application for Employment, (available via the following link: <http://www.uscourts.gov/forms/AO078.pdf>). Completed package as one pdf file should be submitted electronically to HR_GAND@gand.uscourts.gov or via mail to: **United States District Court, Attn: Human Resources Manager, Vacancy #23-27, 75 Ted Turner Drive, SW, Room 2013, Atlanta, GA 30303-3338**. The closing date for receipt of applications is **Monday, August 7, 2023, at 4:45 p.m.** All applicants will be screened to identify the best qualified and suitable candidate. Only the best qualified candidates will be invited for a personal interview. Interview and relocation expenses are not reimbursable.

Résumés submitted in response to this announcement may be considered for any similar positions which occur within the next 180 days.

The United States District Court is an Equal Opportunity Employer.