



**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF WASHINGTON**

VACANCY ANNOUNCEMENT 13-03

Position Title: Administrative Specialist
Position Term: Full-Time (part-time possible)
Location: Spokane, Washington
Salary: CL 27 (\$45,928 - \$74,628)
Based Upon Qualifications and Experience
Closing Date: Open until filled but applications must be received by
November 22, 2013 to ensure consideration

The Clerk's office of the United States Bankruptcy Court for the Eastern District of Washington is accepting applications for an Administrative Specialist position in Spokane.

Position Overview: The Administrative Specialist provides administrative support to the Court Executive. The Administrative Specialist also performs work in various administrative functions such as financial, human resources, and training.

Representative Duties: Coordinate conferences, meetings, and other court functions. Prepare executive correspondence, reports, legal documents, and other materials. Arrange travel, and prepare travel vouchers for court unit executive and staff in accordance with policies and regulations. Maintain the office's travel credit card program. Collect, review, and analyze data and information regarding court operations. Develop spreadsheets, statistical tables and reports. Assist in automating custom extraction of court data into highly readable formats, including graphical and other visual representations. Assist with maintaining and updating the court's website by contributing content and design assistance. Perform human resource duties related to benefits administration, payroll, personnel action processing, and records maintenance. Perform duties associated with training such as coordination and delivery of training programs. Perform financial duties, including reconciliation of receipts, maintenance of financial reports and records and preparation of bills for payment.

Qualifications: Applicants must be a high school graduate or equivalent. A four-year college degree is preferred. Candidates must have two years of specialized experience, including at least one year equivalent to work at the CL-25 level. Specialized experience is progressively responsible clerical and administrative experience that has provided knowledge in financial administration, human resources administration, or administrative services. The successful candidate must be able to communicate effectively, verbally and in writing. Applicants must have a solid command of office protocol, including the ability to maintain confidentiality, as well as accuracy in grammar, spelling, punctuation, and proofreading. Candidates must be self-starters capable of multi-tasking in a fast-paced environment, where attention to detail and timeliness are required. Knowledge of software and keyboarding for word processing, data entry, email, computers and report generation is essential. Knowledge and experience in the operations of the federal judicial system and with the electronic case filing system (CM/ECF) is highly desired.

Employment Information: The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees serve under excepted appointments and are considered “at will” employees. As such, employment can be terminated with or without cause at any time. While court employees are not covered by federal civil service classifications or regulations, they are entitled to many of the same benefits as other federal employees. These benefits include: paid annual and sick leave; ten paid holidays per year; choice of medical, dental and vision insurance coverage from a wide variety of plans; participation in a pre-tax flexible spending account plan for dependent care expenses and medical/dental expenses not covered by health insurance; Federal Employees Retirement System (FERS); participation in the Thrift Savings Plan (TSP); optional participation in the Federal Employees’ Group Life Insurance Plan (FEGLI); long term care insurance and disability programs; and prescribed salary progression based on acceptable performance. All employees are required to adhere to a code of conduct. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. As a condition of employment, the selected candidate must successfully complete an FBI fingerprint check and background investigation. Applicants must be U.S. citizens or eligible to work in the United States.

Application Process: Please send a letter of interest and application form AO-78 (available on the court’s Web site under Court Information/Court Job Openings) to personnel@wab.uscourts.gov in PDF format. Resumes are optional. Applicants selected for interviews will be contacted. Due to the volume of applications anticipated, only candidates in consideration for this position will be contacted.

This position will remain open until filled. Candidates must travel for interviews at their own expense. No relocation expenses will be provided.