UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF TENNESSEE

POSITION TITLE:	Administrative Support Specialist (2 positions available)
VACANCY NO.:	16-05
LOCATION:	Nashville, Tennessee
SALARY RANGE:	$39,171 to $70,013 (CL 25 to CL 26) Starting salary commensurate with qualifications and work experience.
START DATE:	Position available immediately
CLOSING DATE:	Friday, May 20, 2016, or until filled

POSITION OVERVIEW:
This position is located in the Clerk's Office. The Administrative Support Specialist provides a variety of administrative and technical assistance to ensure the smooth and efficient management of the office. Administrative support positions encompass areas such as secretarial support to court unit staff, managers, and/or executives, as well as a variety of administrative services in the areas of procurement, finance, property management, budget, and space and facilities.

REPRESENTATIVE DUTIES:

Provide professional administrative support for the office, which may include any or all of the following duties and responsibilities:

- Prepare correspondence, reports, form letters, and documents. Maintain correspondence control records.
- Prepare, proofread and edit materials prepared by others for accuracy, proper grammar, and spelling.
- Receive, prioritize, and route all incoming materials from within the court to appropriate individuals in the office. Receive, screen, and route incoming and outgoing mail to appropriate persons or offices and process mail requiring special handling.
- Maintain, update, and track paper and electronic files; make copies and deliver documents to staff. Assist with scanning, copying, filing, stamping, and locating files and documents.
- Schedule appointments, arrange meetings, and maintain staff calendars.

- Perform receptionist duties by greeting visitors/clients in person and on the telephone, answering routine questions, and directing visitors/callers to the appropriate person or department.
- Develop and maintain logs, tracking forms, spreadsheets, and databases for the purpose of tracking statistics and data; prepare statistical tables and reports at the request of management. Gather and analyze data for management studies to improve workflow, operating methods and to simplify processing procedures; write reports and make recommendations based on the findings of the studies. Generate standard reports from databases and computerized systems.
- Maintain office reference materials, such as administrative manuals, bulletins, etc.
- Perform financial duties including but not limited to preparing bank deposits and printing checks.
- Perform purchasing activities ensuring procurement rules and regulations are followed. Monitor contracts and ensure terms are met. Prepare annual renewals of service agreements.
- Provide support to contracting officer as the contracting officer's representative.
- Performs duties associated with training, such as serving as a training coordinator for scheduling and delivery of training programs.
- Participate in special projects related to administrative service functions.
- Coordinate general activities in the immediate office, including arranging for equipment and facilities maintenance and inventorying supplies. Oversee maintenance of consumable supplies, research and prepare supply requests.
- Assist custodial officer with furniture inventory, caretakers sheets, and property passes.
- Assist with coordinating conferences and meetings.
- Maintain calendars, arrange travel, and prepare travel vouchers. Prepare and review travel vouchers, ensuring that policies and procedures are followed.
- Perform other duties as assigned or required to ensure the smooth and efficient operation of the Court.

MINIMUM QUALIFICATIONS:
The successful applicant must have a minimum of two years of general experience and at least one year of specialized experience equivalent to work at a CL24. Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry, and report generation.

The incumbent must have a professional demeanor and possess excellent computer skills with a demand for accuracy and quality assurance; have an awareness of internal control processes; have good judgment with the ability to apply concepts to determine the appropriate action to be taken; possess excellent proofreading skills. Ability to communicate information

accurately and in a timely manner to/from individuals within and outside the court. Attention to detail, dependability, the ability to meet deadlines and work independently are required. Skill in recognizing and analyzing administrative problems and recommending alternatives and solutions. Skill and knowledge of the duties in the areas of procurement and finance preferred. Certification as a Contracting Officer's Technical Representative (COTR) preferred. Excellent written and oral communications skills. Strong preference for candidate with college degree.

BENEFITS:

- 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years
- 20 days per year leave after the first three years and 26 days per year after 15 years
- Sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in the Thrift Savings Plan
- Optional participation in Federal Employee Health Benefits, Life Insurance, Flexible Benefits programs
- Optional long-term care insurance and disability plans
- Credit for prior government service

CONDITIONS OF EMPLOYMENT:

- Employee must be a U.S. citizen or eligible to work in the U.S.
- Employees are required to adhere to the Code of Conduct for Judicial Employees a copy of which is available upon request.
- Employees of the U.S. District Court are Excepted Service Appointments. Excepted Service Appointments are "at will" and can be terminated at any time with or without cause.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit
- Final candidate is subject to a background check.

APPLICATION PROCESS:

Interested applicants should submit **one PDF document** that contains (1) a cover letter explaining why you are a good candidate for this position and (2) a resume. Email the PDF document to applications@tnmd.uscourts.gov with the subject line "Administrative Support Specialist," no later than close of business on Friday, May 20, 2016.

EQUAL OPPORTUNITY EMPLOYER