



UNITED STATES COURT OF APPEALS

District of Columbia Circuit
E. Barrett Prettyman U.S. Courthouse
333 Constitution Avenue, N.W.
Washington, D.C. 20001

Position Title: ADMINISTRATIVE SPECIALIST

Announcement No.: USCA-24-06

Salary Range: \$60,266 - \$97,925 (CL 26/01 - CL 26/61), *depending on qualifications.*
This is a full-time position.

Position Location: Washington, D.C.

Opening Date: May 14, 2024

Closing Date: Open Until Filled – To ensure consideration, submit application by
June 14, 2024.

POSITION SUMMARY: The Office of the Clerk, U.S. Court of Appeals for the D.C. Circuit, is seeking a well-organized, detail-oriented, and self-motivated individual to serve as an Administrative Specialist. The incumbent performs and coordinates administrative, technical, and professional work related to financial, personnel, and procurement activities for all court units within the Court of Appeals.

RESPONSIBILITIES:

- Develops and maintains a record keeping system for financial records and reports.
- Performs accounts payable and accounts receivable duties. Analyzes invoices for accuracy, validity, and compliance with procurement policies and procedures. Verifies documentation for proper receipt of goods and services and prepares payment vouchers.
- Assists with day-to-day financial functions of the court and month-end financial reporting.
- Prepares personnel forms and processes a variety of personnel and payroll actions such as appointments, promotions, separations, terminations, within-grade increases, and changes to benefits.
- Creates new user accounts in the automated personnel record system.
- Assists with benefits programs, including distributing benefit materials and answering routine benefit questions, processing forms, assisting employees with online changes, and resolving issues.
- Administers time and attendance and leave reports. Makes edits on time clock reports for the Clerk's Office.
- Assists with fingerprinting and issuing building access and identification cards.
- Schedules, coordinates, and prepares materials for human resources-related events such as new hire orientations, exit interviews, annual benefits open season, and other related activities.
- Maintains and files permanent procurement records and reports.
- Researches and gathers information needed to resolve billing issues.
- Serves as a backup administrator of the Court's Transit Subsidy Program/SmartBenefits Program.
- Performs other duties as assigned.

QUALIFICATIONS:

The successful candidate must be well-organized, meticulous, and capable of applying information technology toward using various systems and managing financial, personnel, and procurement records. Sound judgment, flexibility, and the ability to handle a high volume of work and establish priorities are essential. The incumbent must also have exceptional customer service skills and experience in fostering the interpersonal work relationships needed to be part of a team of employees. Effective communication skills (verbal and written) are also needed.

The applicant must be a high school graduate or equivalent and have at least two years of general experience, plus a minimum of one year of specialized experience. Specialized experience for this position is progressively responsible clerical or administrative experience that demonstrates the particular knowledge, skills, and abilities to successfully perform the duties of the position.

A bachelor's degree from an accredited four-year college or university is preferred. Education beyond the high school level may be substituted for the required general experience. One academic year (30 semester or 45 quarter hours) equals one year of general experience.

COURT PREFERRED SKILLS:

- Current U.S. Courts experience, preferably in finance, personnel, or procurement.
- Detailed knowledge of accounting procedures and financial and personnel software used in the federal judiciary.

REQUIREMENTS:

- All positions in the Clerk's Office are "Excepted" appointments. Employees are considered "at will" and will serve a one-year probationary period.
- Employees must adhere to the Code of Conduct. Employees are subject to strict confidentiality requirements.
- The successful candidate is subject to a background investigation and will be considered a provisional employee pending a favorable suitability determination.
- Applicants must be United States citizens or eligible to work for the United States government.

To learn about the Judiciary's benefits, go to <https://www.uscourts.gov/careers/benefits>.

Email a cover letter and resume, as a single PDF attachment (Attention: Human Resources), VacancyAdministrativeSpecialist@cad.uscourts.gov. Please include the vacancy announcement number (USCA-24-06) in the subject line.

Due to the large volume of applications, the court will send a letter regarding the status of an application only to those candidates scheduled for interviews. *When the position is filled, a notice will be placed on the court's internet site.*

The United States Court of Appeals is an Equal Employment Opportunity employer. The successful applicant will be subject to mandatory electronic transfer of funds for payment of net pay. The United States Courthouse is a smoke-free building.