



UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND VACANCY ANNOUNCEMENT

POSITION: Administrative Support Specialist

OPENING DATE: September 4, 2015

DUTY STATION: Baltimore, Maryland

CLOSING DATE: September 18, 2015 *

SALARY: CL 23 (\$34,441 - \$55,981)

CL 24 (\$38,144 - \$61,994) College degree plus one year of specialized experience

Possible promotion potential to CL 25 (\$42,114 - \$68,499) without further competition

The Clerk of the United States District Court for the District of Maryland is seeking qualified applicants for the full-time position of Administrative Support Specialist. The Administrative Support Specialist performs administrative, operational, and financial support services for the Baltimore office, as well as the entire District of Maryland.

Duties include, but are not limited, to the following:

- Assist with the administration of the court's attorney services program including processing applications for admission and renewal to the bar of the court, maintaining attorney administrative records and files, and ensuring the accurate collection and receipt of related fees.
- Provide administrative and operational support in support of court operations, including routine case management, interpreter scheduling, and other administrative entries in the court's CM/ECF and other electronic systems.
- Answer routine inquiries and provide assistance to the public, judges and their staff, other court support units, other courts, and members of the bar, while maintaining the confidentiality of sensitive matters. Research and develop responses to inquiries as delegated.
- Assist with the administration of financial case-related databases, including setting up new cases, responding to telephone inquiries, and verifying financial data, as well as the administration of the court's non-appropriated funds account. Assist with administrative financial duties, including funds disbursements and vault maintenance, to maintain proper internal controls within the office.
- Provide backup administrative support for executive office, including preparing and editing correspondence, documents, and reports; maintaining calendars and scheduling meetings; arranging and scheduling court interpreters; and assisting in the preparation and distribution of meeting agendas and materials.

Qualifications and Requirements:

- Ability to exercise good judgment, act with diplomacy, and maintain confidentiality.
- Demonstrated experience handling and maintaining sensitive and confidential information and materials
- Proficiency in Microsoft Office Suite.
- Ability to communicate effectively, both orally and in writing, with persons with varying experiences and backgrounds. Excellent interpersonal skills.
- Excellent organizational and administrative skills; accuracy and attention to detail essential. Ability to manage multiple tasks, priorities, and deadlines.
- Excellent analytical, problem solving, critical thinking, and research skills.

Preferred Skills:

- Completion of a four-year undergraduate degree.
- Strong independent writing skills.
- Knowledge of federal court operations, including familiarity with Lotus Notes, FAS₄T, and CM/ECF.

How to Apply:

Submit resume and a cover letter stating the reason for your interest in the position as a single PDF document to: jobs@mdd.uscourts.gov

***To ensure consideration, resumes must be received no later than 5:00 p.m. on September 18, 2015.**

** General experience is progressively responsible experience that provides evidence that the applicant has: (1) a good understanding of the methods and administrative machinery for accomplishing the work of an organization; (2) the ability to analyze problems and assess the practical implications of alternate solutions; (3) the ability to communicate with others, orally and in writing; and (4) the capacity to employ the knowledge, skills, and abilities in the resolution of problems.

** Specialized Experience is progressively responsible clerical or administrative experience that is in, or closely related to the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the administrative duties of this position.

- Due to the volume of applications received, the court will only communicate with those individuals invited for an interview.
- The United States District Court is an Equal Opportunity Employer. All applications will be reviewed to identify the best qualified candidates.
- Applicants must be a United States citizen or national or a permanent resident who is seeking citizenship in the United States. Successful candidate for this position is subject to a full fingerprint and background records check and mandatory electronic direct deposit of salary payment.
- Positions in the United States Courts are excepted appointments, are not under the Civil Service System, and are "at will" employees.
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice. Applications submitted for this position may be considered for similar positions that may occur within 90 days from date position is filled.