

**UNITED STATES BANKRUPTCY COURT
FOR THE EASTERN DISTRICT OF VIRGINIA**



POSITION ANNOUNCEMENT

POSITION: Administrative Support Technician

LOCATION: Richmond, Virginia

SALARY RANGE: \$40,878 - \$66,478 (CL 25), depending on qualifications, experience, and education

OPENING DATE: August 24, 2017

CLOSING DATE: Open until filled — To ensure consideration, application should be received by 4:00 p.m. Eastern Time on September 8, 2017

ANNOUNCEMENT NO.: 17-007

The Clerk's Office of the United States Bankruptcy Court for the Eastern District of Virginia, Richmond Division, is accepting applications for a full-time, permanent **Administrative Support Technician** position.

POSITION OVERVIEW:

The **Administrative Support Technician** position includes those mixed duties or hybrid jobs that provide a variety of administrative and technical assistance to ensure the smooth and efficient management of the office. The position provides office assistance in accordance with approved internal procedures and policies. 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 such as human resources, procurement, and property management. The position provides administrative support duties such as filing, copying, distributing mail, inputting data, answering phones, typing, formatting, assembling reports and greeting visitors.

QUALIFICATION REQUIREMENTS:

To qualify for the above position, a person must be a high school graduate or equivalent and must have the following experience:

GENERAL EXPERIENCE:

Progressively responsible clerical, office, or other work, which indicates the possession of or the ability to acquire the particular knowledge and skills needed to perform the duties of the position.

SPECIALIZED EXPERIENCE:

For CL-25, at least one year of specialized experience equivalent to work at CL-24 is required. 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 duties of the position and involves the routine use of automated software and keyboarding for word processing, data entry and report generation.

EDUCATIONAL SUBSTITUTIONS:

Education above the high school may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

Education may not be substituted for specialized experience because administrative court support positions require hands-on experience to be credited as specialized experience.

REPRESENTATIVE DUTIES:

Assist with processing of a variety of human resources and payroll actions such as appointments, promotions, separations, terminations, within grade increases and changes to benefits elections. Assist with maintaining automated personnel record system. Process workers compensation claim forms. Gather data for required reports, such as telework, fair employment practices, early out authority, and workers compensation. Assist with recruitment efforts, such as preparing and distributing announcements, coordinating, interviews, and conducting reference checks. Assist in administering background and investigation checks, employment tests, and issuing credentials and identification cards. Assist with maintaining and monitoring human resources records, including payroll and leave records using Human Resource Management Information System (HRMIS) and Electronic Leave Management Resource (ELMR), adhering to national and court guidelines. This includes tracking and entering time sensitive data, such as employees' date of promotion, performance evaluations, and step increases. Assist with maintaining leave and timekeeping records and performs annual leave audits and other leave administration including advanced leave and donations made under the Voluntary Leave Transfer Program. Assist with employee recognition programs. Coordinate human resources-related events. Assist with intern/extern program. Assist with training activities with the court. Oversee consumable office supplies purchases for the Richmond Division, and serve as Purchase Card Coordinator for court unit. Assist in obtaining-procuring quotes. Administer Bar Disciplinary Memoranda. Coordinate, schedule, and oversee furniture relocations in addition to receiving, scheduling, and overseeing furniture deliveries. Oversee advertising and disposal of court unit's furniture and equipment. Order, maintain, and deliver service awards. Administer annual Combined Federal Campaign. Assist in reviewing and processing travel vouchers for judges, chambers staff, Clerk's Office staff, except for Administrative Staff, the latter including the Clerk and Chief Deputy Clerk. Make use of the Judiciary Electronic Travel System (JETS) in connection with and related to travel voucher processing and administration. Maintain and distribute emergency contact list. Prepare judges' meeting binders. Perform other duties as assigned.

APPLICATION PROCEDURE:

Each applicant should submit a cover letter, salary history, Form AO 78, Federal Judicial Branch Application for Employment, detailed resume and references (submission as a single combined PDF document is preferred) by 4:00 p.m., Eastern Time, on September 8, 2017, to:

adminsupport-ric@vaeb.uscourts.gov

To obtain a copy of Form AO-78, Application for Judicial Branch Federal Employment, please go to the court's website, www.vaeb.uscourts.gov and click on the Court Resources button, then select Employment Opportunities. To learn more about the federal courts, go to www.uscourts.gov.

OTHER INFORMATION:

The applicant considered for appointment will be subject to a background check.

This position is subject to mandatory electronic funds transfer for payment of net pay.

Only well-suited applicants may be invited for personal interviews. Only those applicants selected for an interview will be contacted. The best-suited applicant will be selected. The conditions of this position announcement are subject to modification without prior notice being given. Only applicants invited for personal interview will be advised of the outcome of the applicant selection process.

FEDERAL BENEFITS:

Employees of the United States Bankruptcy Court are not included in the government's Civil Service classification and are at-will employees. They are, however, entitled to benefits similar to other federal employees. Benefits include:

- 10 Paid Holidays per Year
- Paid annual leave in the amount of 13 days per year for the first three years; 20 days after three years; and 26 days after fifteen years of federal service
- Paid Sick Leave in the amount of 13 days per year
- Optional participation in the Federal Employees Health Benefits Program
- Optional participation in the Federal Employees Group Life Insurance Program
- Optional participation in the Federal Employees Dental and Vision Insurance Program
- Optional participation in the Commuter Benefit Program
- Mandatory participation in the Federal Employees Retirement Program and the Social Security Retirement Program
- Thrift Savings Plan
- Long Term Disability Plan Options
- Long Term Care Insurance
- Flexible Benefits Program
- Credit Union Participation

Time in service for employees of other Federal Agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.