

UNITED STATES DISTRICT COURT  
DISTRICT OF MAINE

**POSITION ANNOUNCEMENT**

Position Title: **ADMINISTRATIVE SPECIALIST**  
Position Location: U.S. District Court, Portland, Maine  
Posted: July 17, 2014  
Closes: August 24, 2014  
Starting Salary Range: CL25 Step 1 to Step 25 (\$38,334 - \$47,923 per annum)  
Starting salary level depends entirely upon qualifications and eligibility. (To qualify at the highest level you must meet all criteria in years of general and specialized experience.)

**POSITION DESCRIPTION**

The Administrative Specialist primarily performs administrative functions for the Clerk of Court and Chief Deputy Clerk and performs ancillary support for operations. The incumbent ensures the efficient management of records, minutes, events, meetings, correspondence, reports, and resources. The incumbent analyzes administrative problems and develops solutions. The incumbent standardizes and writes office procedures. The incumbent performs various operational functions such as fill-in or backup case management, including maintaining and processing case information, and assisting with the management of cases from opening to final disposition, in accordance with approved internal controls, procedures, and rules. Incumbent may prepare and track reports, assist working groups (such as the District Criminal Law Committee and the Local Rules Advisory Committee), maintain historical records, and coordinate outreach efforts. The incumbent may also provide some assistance in jury administration.

**REPRESENTATIVE DUTIES**

- Maintain calendars and schedules for the Clerk of Court and Chief Deputy. Schedule and confirm executive meetings based on executives' schedules and topic priorities. Prepare correspondence, legal documents, reports, summaries and other materials. Edit materials prepared by others for accuracy, proper grammar, and spelling.
- Coordinate conferences, meetings, and court and judicial ceremonies, including activities such as site planning, logistics, printing, security, refreshments, etc., as applicable. Assist in the preparation of agendas; act as secretary for meetings, preparing materials, taking and distributing minutes of proceedings.
- Disseminate communications to appropriate managers, executives, and peers and follow up on action items to ensure a comprehensive and coordinated response.
- Arrange travel, and prepare travel vouchers for Clerk of Court and Chief Deputy and professional staff in accordance with policies and regulations. Audit and review travel vouchers.

- Develop and update administrative procedures and provide guidance to other administrative support staff to ensure consistency and compliance with policies and procedures.
- Research inquiries and develop responses for the clerk and chief deputy and/or respond directly, as delegated.
- Receive, screen, and route mail to appropriate persons or offices. Receive, prioritize, and route all incoming administrative and case-related materials from within the Court to appropriate individuals. Maintains control of records and electronic files and follows-up on correspondence.
- Assist with maintaining and updating the Court's website by contributing content and design assistance.
- Open cases in case management system. Docket initial opening events. Sort, classify, and file case records. Maintain integrity of the filing system by reviewing filings for compliance and impact on the progress of cases. Perform docketing functions. Retrieve files and make copies of records for court personnel, attorneys, and others. Certify court documents and ensure data quality.
- Assist with jury administration as needed.
- Maintain court historical records.
- Perform other job-related duties as assigned.

## **QUALIFICATIONS**

### **Required:**

Education: High School Diploma and at least one year of specialized experience equivalent to work at CL-24 level.

### **Specialized Experience Definition:**

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 or report generation. Such experience is commonly encountered in law firms, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations. Experience demonstrative of being highly organized and capable of handling multiple tasks and time demands. Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

### **Court Preferred:**

- Education above the high school level from an accredited institution may be considered and is preferred.
- Excellent written and oral communication skills.
- Knowledge and skill in the use of Microsoft Office and database applications.

## **SALARY AND BENEFITS**

The starting salary range for this position is CL 25 (\$38,334 - \$47,923) depending on length, complexity, and relevance of experience and educational attainment. The position falls within the Judicial Branch of the U.S. Government and includes most federal government benefits. Employees of the U.S. District Court are not classified under Civil Service, but are entitled to similar benefits. These benefits include participation in the retirement system, health and life insurance programs, holiday and leave accrual, and periodic salary increases. Optional benefits also include participation in pre-tax medical and dependent care accounts, dental and vision insurance, disability insurance, and long-term care insurance.

Electronic Fund Transfer (EFT) for payroll deposit is required.

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.

## **CONDITIONS OF EMPLOYMENT**

Employees of the United States Courts serve under "Excepted Appointments" and are considered "At-Will" employees. Federal Civil Service classifications or regulations do not apply. Applicants must be United States citizens or eligible to work in the United States. The person selected for this position will be required to submit fingerprints for an FBI background check. All employees are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request.

## **APPLICATION PROCEDURE**

In order to be considered for this position, all applicants must submit:

- Resume (including full educational summary, employment history, and salary history);
- Cover Letter;
- Contact list of three professional references;
- AO78 - Judicial Employment Application (found on our website at <http://www.med.uscourts.gov/employment>); and
- Responses to the following Pre-Interview Questions:
  1. How do your knowledge, skills and abilities fit this position?
  2. Why does a career in court work and administrative support interest you?

Application packages will not be considered complete unless all items have been received. The applicants deemed most qualified will be invited to participate in a personal interview at their own expense. Relocation expenses will not be reimbursed.

❖ BY MAIL: Send the required materials by mail to:

**CONFIDENTIAL**

Attn: Chief Deputy, Administrative Specialist Search  
U. S. DISTRICT COURT  
156 FEDERAL STREET  
PORTLAND, MAINE 04101

❖ BY EMAIL: Or send PDF of required documents via email to [apply@med.uscourts.gov](mailto:apply@med.uscourts.gov)

The deadline for receipt of applications is the close of business, August 24, 2014.

The U. S. District Court is an Equal Opportunity Employer.