

UNITED STATES COURT OF APPEALS FOR VETERANS CLAIMS

625 Indiana Avenue, N.W., Suite 900

Washington, D.C. 20004

POSITION VACANCY ANNOUNCEMENT

Announcement No.: 17-03

Issuing Date: 10/31/2017

Closing Date: 11/17/2017

Position: Administrative Support Assistant
CS-0303-5/6 (equivalent GS-0303-5/6, salary range including Washington-Baltimore 2017 Locality Pay is (\$36,281 to \$52,579))

Conditions of Employment: A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of fingerprinting and a background security investigation with favorable adjudication. Failure to meet these requirements will be grounds for termination.

This appointment is made without regard to Title 5 governing appointments in the competitive service. All appointments are Excepted Service. *All applications must be received by the Court, and not just postmarked, by 5:00 p.m. on 11/17/17.

Area of Consideration: Area-Wide

Duties: The position is located in the Court's Administrative Section and performs a variety of clerical, administrative, and technical duties/responsibilities in support of the Administrative Section through the Deputy Executive Officer (DEO). The Administrative Support Assistant may support staff in human resources, facilities, training and travel, property and procurement. Duties include, but are not limited to:

1. Assists the DEO in managing daily activities of administrative operations. Schedules meetings/conferences, prepares agendas, answers queries, notifies participants, and arranges on or off-site logistics. Meets with DEO to discuss all support activity on a weekly basis.
2. Gathers and compiles notes for weekly managers' meeting and reports to DEO prior to meeting.
3. Uses a variety of automated systems, graphical, and spreadsheets to digitize files, prepare and updates reports, establishes internal memoranda, manipulate data for management and administrative charts and graphs.
4. Works with DEO on special projects/committees – assists planning, organizing, and leading project activities.
5. Assists the DEO with the management of the Court's secured parking garage space. Schedules available spaces for special requests, visitors, and coordinates parking garage entry through the Marshals, building security, and garage attendants.
6. Monitors and maintains Court policies by making recommendations and conducting research using the JNET to compare the Administrative Office (AO) policies with current Court policies.
7. Serves as an assistant for the court's quarterly Employee Recognition ceremonies. Creates awards certificates, such as gathering information to make length of service award, framing awards and certificates.
8. Serves as project lead in managing the Federal Occupational Health (FOH)/Employee Assistance Program. Is the liaison with FOH personnel to gather and disseminate information to Court employees; recommends and updates management on available services, equips and maintains every floor with an AED, and coordinates with the Training Specialist medical emergency training, CPR and First Aid training for Court staff.
9. Serves as back-up to the Facilities Administrator using the automated Building Engines facilities management system to report facility issues ranging from failure of building systems to reserving loading dock. Assists with maintaining the physical security systems of the Court and the residences through coordination with the designated security contractor. Coordinates the logistics of the Facilities Security Committee – participates in the meeting by making recommendations, managing calendar invitations, creating the agenda, recording minutes, and scheduling facilities.

10. Serves as backup to the Travel/Training Specialist using the automated Concur Government Edition travel system. As the backup, assists travelers with filing travel vouchers; maintains knowledge of travel policies and regulations to serve as the backup technical resource to employees.

Qualification Requirements: CS-05: High school graduate or equivalent.

CS 06: High school graduate or equivalent and one year of specialized experience.

Specialized Experience: To qualify based on your experience, your resume must describe the specialized experience which prepared you to do the work in this job. Specialized experience is defined as:

1. performing the procedural and administrative work of an office such as making and preparing Government travel arrangements, records management, and maintaining supervisor's electronic calendar;

2. knowledge of Microsoft office suite and adobe .pdf applications to prepare, review and edit correspondence, graphs, charts, etc.

Experience will be credited for paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, Americorps, etc.) and other organizations (e.g., professional, philanthropic, religious, spiritual, community, student, social, etc.).

PREFERRED:

1. Clerical or administrative experience that provided knowledge of the rules, regulations, procedures, and practices of human resources administration.

2. An Associate's Degree or Bachelor's Degree from an accredited college or university.

3. Experience with office automation and web based applications and a proven ability to grasp new concepts.

NOTE: The selectee will be subject to a one year probationary period.

Instructions for Applying: Submit the following: Resume and OF 306 (*Declaration for Federal Employment*). Send applications to: employment@uscourts.cavc.gov or To: *Ramona Smalls, U.S. Court of Appeals for Veterans Claims, 625 Indiana Avenue, N.W., Suite 900, Washington, D.C. 20004.* A copy of the OF 306 is available at www.uscourts.cavc.gov under Employment or contact Mrs. Smalls on 202-501-5988.

The United States Court of Appeals for Veterans Claims is an equal opportunity employer. All applicants will receive consideration without regard to race, color, age, sex, religion, marital status, or national origin.