

UNITED STATES DISTRICT COURT

Western District of North Carolina

Job Announcement Number: 23-04

Position Title: ADMINISTRATIVE SPECIALIST

Starting Salary: \$46,517 - \$75,629
(Depending on Qualifications)

Grade Level: CL 25 (\$46,517 - \$75,629)
**Promotion to CL 26 without further competition required*
CL 26 (\$51,236 - \$83,266)

Position Location: Charlotte, North Carolina

Open Date: February 23, 2023

Closing Date: Open until filled, applications submitted by March 9 will receive preference.

The United States District Court for the Western District of North Carolina is accepting applications for an Administrative Specialist in the Charlotte office. The duties specified herein are intended to provide generalized examples of the major duties and responsibilities that are performed by the incumbent.

PRIMARY DUTIES:

- Maintain calendar and schedules for the unit executive and chief deputy. Schedule and confirm executive meetings based on executives' schedules and topic priorities. Prepare executive correspondence, legal documents, and other materials, from dictation, rough copy, or own notes, for review and signature. Edit materials prepared by others for the unit executive's signature for accuracy, proper grammar, and spelling. Sign routine correspondence, as authorized.
- Assist the Event Coordinator to arrange 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.
- Serve as liaison to judges' chambers and all other court support units, as well as the Administrative Office of the U.S. Courts and the Federal Judicial Center, on behalf of the Clerk of Court and Chief Deputy, as appropriate.
- Arrange travel and prepare travel vouchers for court unit executives and professional staff in accordance with policies and regulations. Audit and review travel vouchers.
- Develop standard office administrative procedures and provide guidance to other administrative support staff within the unit regarding the performance of their duties to ensure administrative consistency.

- Receive, screen, and refer telephone calls and personal visitors. Answer routine inquiries and provide assistance to the public, judges and their staff, other court support units, other courts, members of the bar, and the media, as authorized, maintaining the confidentiality of sensitive matters. 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. Maintain correspondence control records and electronic files and follow-up on correspondence delegated for completion by senior staff.
- Assist with maintaining and updating the office's website by contributing content and design assistance.
- Responsible for the Attorney Admission process in the Charlotte divisional office. Serve as primary contact for members of the bar and public. Perform swearing in duties and / or coordinate the swearing in of a new attorney with the judge or courtroom deputy is being sworn in by the judge. Complete the certificate of admission, enter the attorney's information into CM/ECF, email counsel information on e-filing, and process all applications of counsel already admitted in the Middle and Eastern Districts of North Carolina.
- Perform other job-related duties, as assigned.

QUALIFICATIONS

Requires a professional, cooperative and congenial demeanor at all times and strong administrative, organizational, analytical, and writing ability. Requires solid computer skills with Microsoft Office 365 and MS Teams.

- Excellent customer service skills
- Accuracy and attention to detail
- Strong organizational skills and the ability to handle multiple assignments with frequent interruptions
- Ability to communicate effectively both orally and in writing
- Professional demeanor and strong work ethic
- Excellent computer skills and ability to work with a variety of programs and applications
- Three years at a progressively responsible administrative level which demonstrates the particular knowledge, skills and abilities to successfully perform the duties of this position.

Minimum Experience and Education Requirements for CPS Classification

CL 25 – One year of specialized experience equivalent to work at CL 25

CL 26 – Two years of specialized experience with one year equivalent to work at CL 26

HOW TO APPLY

Applicants must submit the following;

INCOMPLETE APPLICATION PACKAGES WILL NOT BE CONSIDERED

- **AO78, Application for Federal Judicial Branch Employment**
- **Cover letter and resume**
- **Copy of most recent performance evaluation**

Complete applications should be submitted via e-mail to hr@ncwd.uscourts.gov by close of business on **Thursday, March 9, 2023 by 5:00 PM for preferred screening.** All application materials should be sent as a **single PDF document**. Please reference Job Announcement # 23-04.

INFORMATION FOR APPLICANTS

The United States District Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. More than one position may be filled from this posting in more than one location. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

The Western District of North Carolina is an Equal Employment Opportunity Employer.