

**U.S. PRETRIAL SERVICES OFFICE
DISTRICT OF HAWAII**

**CAREER OPPORTUNITY
Announcement No. 2012-02**

Position Title:	ADMINISTRATIVE SPECIALIST Full-Time, Excepted Service, Temporary (one year and one day) with potential for extension or conversion to permanent status without further competition, subject to funding
Position Location:	Honolulu, Hawaii
Salary Range:	CL 25 - 27, Depending on experience and qualifications \$43,465 to \$85,494 per year; includes locality pay and cost of living adjustment
Opening Date:	February 2, 2012
Closing Date:	Position open until filled. Applications received by 4:30 p.m. HST on February 17, 2012 will be given priority consideration

POSITION DESCRIPTION

This position is located in the U.S. Pretrial Services Office of the U.S. District Court.

The Pretrial Services Office is a career-oriented organization focused on providing exceptional service to the court, members of the legal community, and the public. Currently, we are seeking applicants for a full-time Administrative Specialist to perform and coordinate administrative, technical, and professional work related to human resources programs and other administrative functions such as procurement, property management, space and facilities, financial, budgetary, and/or statistical maintenance.

REPRESENTATIVE DUTIES

These representative duties provide generalized examples of major duties and responsibilities and are not intended to reflect all duties performed by this position.

- ◆ Administer human resources programs by providing guidance and ensuring related paper work is completed to include payroll and benefits administration, classification and compensation, performance management, recruitment and selection.
- ◆ Formulate, implement, and administer human resources policies, procedures, and standards. Review, research, develop, and recommend human resources policies for the court unit. Create and maintain fair employment policies and practices and may serve as an employment dispute resolution coordinator. Provide advice on organizational structures and classification standards. Advise judges, executives, senior manager, and court staff on human resources matters, procedures and practices.
- ◆ Conduct job analyses. Develop and update position descriptions. Administer the performance management system. Assist with grievance and adverse action procedures. May act as lead for other human resources staff, providing guidance and training, ensuring the accuracy of forms and documents.
- ◆ Develop internal training programs for internal customers (employees) and/or external customers (such

as attorneys filing cases in the court) which may include researching potential training topics, planning, designing and evaluating learning programs. Coordinate, deliver, and evaluate training programs, including those developed in-house and developed by outside vendors. Arrange professional training credit opportunities for staff. Draft manuals, handbooks, job aides, web content, and other training materials. Change or customize existing training programs. Respond to training requests identified by managers.

- ◆ In conjunction with managers, assess training needs for both internal and external customers, including conducting surveys and interviewing of customers, analyzing and prioritizing operational needs, difficulties, and knowledge gaps.
- ◆ Performs duties associated with the Court's budget in a decentralized budgeting environment. Perform and oversee reconciliation of receipts; prepare financial reports. Prepare bills for payment.
- ◆ Perform purchasing activities ensuring procurement rules and regulations are followed. Monitor contracts and ensure terms are met. Prepare annual renewals of service agreements.
- ◆ Provide administrative support for the office. Participate in special projects related to administrative service functions. May lead administrative support staff to include assigning and monitoring work.

QUALIFICATIONS

Qualified candidates should possess the following requirements:

- ◆ **CL 25:** Minimum of one year of specialized experience equivalent to work at CL 23, or completion of a bachelor's degree in human resources management, business, public administration or related field.

CL 27: Minimum of two years of specialized experience, including at least one year equivalent to work at CL 25, or completion of a bachelor's degree in human resources management, business, public administration or related field with superior academic achievement, or completion of one academic year of graduate study in business or related field.
- ◆ *Specialized experience* is progressively responsible experience in the functional areas of human resources management and administration (such as classification, staffing, training, or employee relations) and/or financial management and administration (such as budgeting, accounting, auditing, or financial administration).

Candidates must also demonstrate: Highly motivated and self-directed with professional demeanor; possesses strong office and organizational skills; conscientious about detail and accuracy; able to respond to requests on short notice, manage multiple tasks, and meet stringent deadlines. Must exercise a high degree of judgment, integrity, and initiative; meet high standards of performance and conduct; and adhere to all confidentiality restrictions. Excellent communication skills, both verbal and written, and effective interpersonal skills.

Preferred Requirements: More than two years of specialized experience gained while employed at a federal district court, a federal government agency, or other highly structured work environment and a bachelor's degree is highly preferred. Experience working with automated human resource and budget/financial databases and systems is highly preferred.

CONDITIONS OF EMPLOYMENT

- ◆ Applicants must be a citizen of the United States or otherwise authorized to work in the United States.
- ◆ The candidate selected for this position will be subject to an initial background investigation which includes fingerprints, criminal record checks, references, and financial/credit history.
- ◆ Employment will be considered provisional pending the successful completion of and favorable suitability determination based on the background investigation. Retention is contingent on favorable suitability based on updated background checks.
- ◆ Employees of the United States Courts serve under “Excepted Appointments” and are considered “At-Will” employees.
- ◆ Interview, travel, and relocation expenses will not be reimbursed.
- ◆ Employees must use electronic funds transfer for payroll deposit.
- ◆ Employees are required to adhere to the *Code of Conduct for Judicial Employees*.

SALARY AND BENEFITS INFORMATION

This position is graded under the Court Personnel System. Federal Civil Service classifications and regulations do not apply; however, court employees are entitled to benefits similar to those of other federal government employees. Federal Judiciary benefits include paid vacation, sick leave, and holidays; participation in federal health insurance, life insurance, and retirement programs, including Thrift Savings Plan (tax deferred retirement savings and investment plan with matching contributions); a flexible benefits program; supplemental dental/vision insurance, and a professional and family-friendly work environment. An overview of Federal Judiciary benefits is accessible at <http://www.uscourts.gov/CareersBenefitForLife.aspx>

HOW TO APPLY

It is recommended that applications be submitted as soon as possible. To ensure consideration, promptly submit the following:

(1) Letter of interest; (2) current resume; (3) list of three professional references with contact information, and (4) completed and signed AO 78, “Application for Judicial Branch Federal Employment” (fillable form can be found under “Forms” and “Miscellaneous” at www.hid.uscourts.gov).

Application packages must be mailed or hand delivered to the following address and will not be considered complete unless all items have been received by Human Resources.

ADMINISTRATIVE SPECIALIST #12-02 Confidential
U.S. PRETRIAL SERVICES OFFICE
Attention: Human Resources
300 Ala Moana Boulevard, Room 7-222
Honolulu, HI 96850-7222

Only applicants who are selected for an interview will be contacted. No phone calls please.

The U.S. Pretrial Services Office reserves the right to modify the conditions of this job announcement, withdraw the announcement, or fill the position earlier than the posted date, at any time without written notice to applicants.

AN EQUAL OPPORTUNITY EMPLOYER