



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

**VACANCY ANNOUNCEMENT
Announcement No. 2012-03
April 29 - May 14, 2012**

Position Title: **ADMINISTRATIVE SUPPORT I**
Full-Time or Part-Time - Temporary (one year and one day) with potential for extension or conversion to permanent status without further competition, subject to funding.

Classification Level: Court Personnel System, Classification Level 23

No. of Vacancies: More than one position may be filled

Starting Salary: CL 23, \$30,154 annual salary, plus applicable Cost of Living Adjustment Prorated for part-time hours

Position Location: U.S. Pretrial Services Office
300 Ala Moana Boulevard, Rm. 7-222
Honolulu, HI 96850-7222

Closing Date: Position(s) open until filled. Applications received by 4:30 p.m. HST on May 14, 2012 will be given priority consideration.

DESCRIPTION:

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

Administrative support positions provide office assistance in accordance with approved internal procedures and policies. These positions include 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. 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, finance, budget, property management, space and facilities and statistical maintenance. Administrative support positions at this level of function perform lower level administrative support duties such as filing, copying, distributing mail, inputting data, answering phones, typing, formatting, assembling reports and greeting visitors/clients.

REPRESENTATIVE DUTIES:

Provide office support and assistance for the administrative functions of the office, which may include any or all of the following duties and responsibilities:

- Perform receptionist duties by greeting visitors/clients in person and on the telephone, answering routine questions, and directing visitors/callers to the appropriate person or department.

- Prepare reports, form letters, notices, and other correspondence using templates and forms. Assist with preparing correspondence and documents, including typing, keyboarding, formatting, and generating documents from templates, notes, and dictation. Maintain correspondence control records.
- Perform data entry functions. Generate standard reports from databases and computerized systems. Track statistics and data.
- Receive, prioritize, and route all incoming materials from within the court to appropriate individuals in the office. Receive, screen, and route incoming and outgoing mail to appropriate persons or offices; process mail requiring special handling; and, provide outside messenger service.
- Maintain, update, and track paper and electronic files; make copies and deliver documents to staff. Assist records and reproduction staff with scanning, copying, filing, stamping, and locating files and documents.
- Schedule appointments, arrange meetings, and maintain staff calendars.
- Report matters regarding the office's physical needs (such as heating, cooling, lighting, and cleaning).
- All other duties as assigned.

REQUIRED QUALIFICATIONS:

Applicants must have at least a high school diploma or equivalent and two years general experience in progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Excellent oral and written communication skills.

Skilled in keyboarding, typing, and data entry.

PREFERRED REQUIREMENTS:

College degree is preferred. Candidates with strong computer skills who are competent with Microsoft Office and working knowledge of Adobe Acrobat are preferred. Candidates with strong analytical skills and a demonstrated history of being detail-oriented and conscientious about deadlines are preferred.

DESIRABLE PERSONAL CHARACTERISTICS:

As substantial personal contact with other staff, the public and other agencies is required, successful candidates must be able to maintain a professional demeanor, work cooperatively with others and be responsible, courteous and professional. Successful candidates must be flexible and conscientious about detail and accuracy and must be able to balance the demands of varying workload responsibilities and deadlines.

CONDITIONS OF EMPLOYMENT:

Candidates selected for interviews will be required to provide references. The selected applicant will be subject to a background check, consisting of the submission of fingerprints, a criminal record check and credit check.

SALARY AND BENEFITS INFORMATION:

This position is graded under the Court Personnel System. The Classification Level (CL) is similar to the General Schedule (GS) ratings in the Federal Executive Branch (i.e., CL 23, Step 1 = GS-5).

The U.S. Pretrial Services Office falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees. This position is subject to mandatory electronic funds transfer for payment of net pay. Temporary appointments earn sick and annual leave as well as retirement, health and life insurance coverage, Thrift Savings Plan (TSP), and supplemental benefits.

HOW TO APPLY: It is recommended that applicants be submitted as soon as possible. To ensure consideration, promptly submit the following:

- 1) Letter of Interest;
- 2) Current resume;
- 3) Completed and signed form 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 until all items have been received by Human Resources:

Administrative Support #12-03 Confidential
U.S. Pretrial Services Office
Attention: Human Resources
300 Ala Moana Boulevard, Room 7-222
Honolulu, Hawaii 96850-7222

Due to the volume of applications, the U.S. Pretrial Services Office will only communicate with those individuals who will be invited for personal interviews. The U.S. Pretrial Services Office is not authorized to reimburse candidates for interview or relocation expenses.

U.S. Pretrial Services reserves the right to amend or withdraw any announcement without written notice to applicants. No phone calls please.

AN EQUAL OPPORTUNITY EMPLOYER