



***United States Bankruptcy Court
Northern District of Georgia***

VACANCY ANNOUNCEMENT

Position:	Administrative Specialist
Location:	Atlanta, GA
Opening Date:	September 8, 2017
Closing Date:	September 29, 2017 or until filled
Salary:	CL 26 (\$45,989 - \$74,740) based upon qualifications

Overview: The United States Bankruptcy Court for the Northern District of Georgia, the third largest in the country, covers 46 counties and maintains offices in Atlanta, Newnan, Gainesville and Rome. Reporting to the Human Resources Officer, the Administrative Specialist will help deliver world class customer service and support to the Clerk of Court, nine Judges and approximately 100 staff members spread throughout the Clerk's office and Chambers. The ability to do so with the highest level of tact and discretion is of paramount importance.

Description of duties: The Administrative Specialist plays an integral role on the Human Resources team and in support of senior management. Duties and responsibilities may include any or all of the following:

Human Resources

- Screen and review application packages, sorting and organizing materials for comprehensive review by the Human Resources Officer, managers and senior staff
- Facilitate the onboarding process in accordance with all relevant local and Administrative Office procedures
- Process standard personnel actions in a timely manner, ensuring accuracy of personnel information in HRMIS and any other local records as needed
- Administer the Court's leave tracking program
- Act as a resource for staff with benefits related questions
- Coordinate the annual open season period for benefits elections
- Participate in special projects related to administrative service functions
- Perform other job-related duties, as assigned

Administrative Services

- Create spreadsheets, logs and reports related to filing statistics, court proceedings, and other general administrative functions
- Create and organize databases to organize information in an efficient manner
- Monitor progress on issues related to the Court's physical plant
- Prepare correspondence for review by the Clerk of Court and other senior management

General Duties

- Participate in special projects related to administrative service functions
- Perform other job-related duties, as assigned

Mandatory Qualifications:

- High school diploma or equivalent
- Progressively responsible experience working in an environment where the application of a body of rules, regulations, directives or laws is a core task and critical thinking is essential
- Ability to communicate effectively with individuals and groups to relay information and resolve problems
- Ability to maintain a professional demeanor, exercise mature judgment, and be a dependable and flexible team participant
- Advanced MS Word skills
- Advanced writing and grammar skills
- Meticulous attention to detail

Court preferred Skills / Qualifications

- Associate's Degree preferred
- Significant experience with Excel
- Knowledge of the court unit's office procedures, practices, processes, vision, and mission; and, the ability to put such knowledge into practice.
- Knowledge of the court unit's automated systems.
- Knowledge of policies in the *Guide to Judiciary Policy* applicable to procurement, budget, training, and space and facilities management responsibilities.
- Knowledge of standards and objectives of internal controls and separation of duties.
- General knowledge of legal terminology and federal rules, as applicable.

How to Apply: To apply for this position, qualified applicants should submit: 1) a résumé; 2) a cover letter addressing qualifications and relevant experience; and 3) a Form AO 78, Application for Judicial Branch Federal Employment, available on the Court's website at:

http://www.ganb.uscourts.gov/sites/default/files/emp_applic.pdf

Submit completed application packages to Jennifer_Kirksey@ganb.uscourts.gov

Preference will be given to those applications received on or before the closing date of September 29, 2017. Various skills assessment tests will be administered. Writing samples from previous projects may be requested.

Salary considerations: The starting salary will be fixed commensurate with the experience and qualifications of the applicant.

Notice to Applicants: Employees of the United States Bankruptcy Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicant must be a United States citizen or eligible to work in the United States.

The United States Bankruptcy Court is an **Equal Opportunity Employer**.