



**UNITED STATES DISTRICT COURT  
UNITED STATES PROBATION OFFICE  
EASTERN DISTRICT OF LOUISIANA  
SHARED ADMINISTRATIVE SERVICES**  
[WWW.LAED.USCOURTS.GOV](http://WWW.LAED.USCOURTS.GOV)

CAROL L. MICHEL  
CLERK OF COURT  
  
VERONICA RAMIREZ  
CHIEF PROBATION OFFICER

**NOTICE OF POSITION VACANCY**

**POSITION TITLE:** ADMINISTRATIVE SERVICES SPECIALIST

**POSITION LOCATION:** NEW ORLEANS, LOUISIANA

**VACANCY ANNOUNCEMENT #:** 21-DSC-10

**OPENING DATE:** 11/16/2021

**CLOSING DATE:** APPLICATIONS RECEIVED BY **TUESDAY, NOVEMBER 30, 2021** AT 5:00 PM CENTRAL TIME WILL BE CONSIDERED FOR FIRST REVIEW, **OR UNTIL FILLED.**

**JOB CLASSIFICATION/GRADE:** CL-26/CL-27  
(IF HIRED AT A CL-26, PROMOTION TO A CL-27 EXISTS WITHOUT FURTHER COMPETITION, BASED ON PERFORMANCE, AND AT THE DISCRETION OF THE COURT UNIT EXECUTIVES) (MORE THAN ONE POSITION MAY BE FILLED FROM THIS VACANCY ANNOUNCEMENT)

**SALARY RANGE:** \$47,071 - \$84,059 (SALARY DEPENDS ON QUALIFICATIONS AND EXPERIENCE)

**POSITION OVERVIEW**

The United States District Court and United States Probation Office for the Eastern District of Louisiana are seeking qualified applicants for the full-time permanent position of **Administrative Services Specialist**. The Administrative Services Specialist has primary responsibility for and performs various functions in three distinct job areas: Space and Facilities, Internal Controls and Audit, and Emergency Preparedness for approximately 200 employees of the district court and probation office. The Administrative Services Specialist supports judicial officers and their respective chambers staff, clerk's office staff, and probation office staff. The position reports directly to the Administrative Services Manager in Shared Administrative Services (SAS).

**REPRESENTATIVE DUTIES:**

- Manage space and facilities projects for USPO and USDC including the planning, designing, and overseeing of renovation and construction projects, reviewing construction drawings and specifications to ensure compliance with the *U.S. Court Design Guide*, ensuring USDC's or USPO's preference, analyzing cost estimates, negotiating fees and costs, and resolving issues from preliminary design through construction.

- Coordinate the efforts of various entities to ensure timeliness in the accomplishment of the construction plan. Conduct meetings with all concerned parties to review progress, discuss problems, and develop solutions. Communicate progress and changes to stakeholders.
- Visit construction sites to review and provide progress updates, discuss problems and develop solutions, and prepare punch lists for work that remains to be accomplished.
- Reconcile and verify court space with General Services Administration (GSA) drawings and assist with district rent matters.
- Prepare Reimbursable Work Authorization (RWA) documentation for submission, approval and obligation in the Judiciary Integrated Financial Management System (JIFMS). Verify RWA charges and authorize payment.
- Create and coordinate detailed move schedules and phasing plans related to construction or renovation projects, requesting representative quotes from moving service vendors, and create procurement requests accordingly.
- Monitor, coordinate, and react to day-to-day facilities management issues, custodial service requests, routine cyclical building maintenance, Minor Work Orders, repairs, renovations, and security system installations. Resolve problems or interact with GSA for problem resolution.
- Serve as Custodial or Disposal Officer, but not both, as provided in the *Guide* for USDC and for USPO, excluding law enforcement items.
- Serve as a resource on contingency-related plans and emergency preparedness issues, including preparation, review, and training of Occupant Emergency Plans (OEP), and Continuity of Operation Plan (COOP); coordinate and maintain emergency preparedness documentation and materials; and recommend strategies and communicate plans to chambers, Clerk's Office and Probation staff, and other federal/governmental agencies.
- Provide training and exercises on implementation for COOP and OEP and conduct tests as required. Develop and manage floor warden training program.
- Attend building security meetings; assist with preparation of agenda topics and materials. Assist in developing and coordinating interagency COOP exercises to ensure effective coordination.
- Serve as Emergency Notification System Coordinator.
- Establish and maintain contacts with GSA, United States Marshals Service (USMS); Federal Protective Service (FPS); and Judiciary Emergency Preparedness Office (JEPO) with respect to security threat/risk avoidance/emergency issues including natural threats and disasters.
- Review invoices from suppliers and prepare payment vouchers for approval, including supporting documentation. Assess problems with invoices and complete follow-up work to ensure invoice is paid. Perform financial system level approval for payments. Prepare spreadsheets and maintain databases to track expenditures.
- Maintain all files and calendar of projects and activities related to facilities management, emergency planning and monthly accounts payable.
- Coordinating staff facility access with USMS and GSA for Facility Access Card permissions and key management.
- Adhere to the *Guide to Judiciary Policy* and court unit internal controls.
- Perform other related duties as assigned.

**MINIMUM EXPERIENCE AND EDUCATION QUALIFICATIONS:**

Applicants must be a high school graduate or equivalent with a minimum of one year specialized experience for placement at a CL-26, or a minimum of two years specialized experience for placement at a CL-27.

**Specialized Experience** is progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to perform the position's duties successfully and involves the routine use of automated software and keyboarding for word processing, data entry and report generation (e.g., space and facilities management principles, emergency management, project management, audit/internal controls management).

**PREFERRED QUALIFICATIONS:**

- A Bachelor's degree from an accredited college or university majoring in any of the following; Accounting, Finance, Business Administration, Architecture, Interior Design, or related field of study.

- Ability to simultaneously coordinate a range of projects at various stages of construction.
- Ability to use critical thinking for identifying and resolving administrative issues, including matters of great sensitivity and complexity.
- Skill in initiating and managing complex projects from initiation to completion, including written documentation.
- Ability to remain calm and take decisive action during emergencies, and other high-pressure situations.
- Extensive knowledge of the methods and practices of the planning, design, and construction process.
- Skill in developing creative design solutions based on specific functional requirements of users within policy design standards and funding restrictions.
- Knowledge of first responder emergency preparedness.
- Skill in developing recommendations and directing professionals in emergency and operational preparedness matters.
- Broad knowledge of all matters related to federal emergency preparedness, with a focus on high level professional environments, including COOP guidelines and emergency response communication equipment and systems.

The Shared Administrative Services (SAS) Unit of the Eastern District of Louisiana offers an opportunity for a team player with a professional attitude who is self-motivated, detail oriented with excellent interpersonal communications skills, strong desktop skills, basic problem-solving skills and a strong work ethic. Our fast-paced, prestigious environment consists of challenging and rewarding work, training opportunities, and the potential for advancement for bright people with strong initiative, flexibility and the ability to multi-task.

**BENEFITS:**

Employees of the United States District Court are at-will employees, are not subject to regulations of the Civil Service Commission, and do not qualify for Merit System Board protections. However, under the Judicial System they are entitled to the same benefits as other federal government employees. Some of the benefits are:

- During the first three years of full-time employment, employees receive 13 days of paid vacation. Thereafter, between 20-26 days of paid vacation depending upon the length of federal service.
- Employees receive 13 days of paid sick leave (unlimited accumulation) and eleven (11) paid federal holidays a year.
- Subsidized medical coverage with pre-tax employee premiums and flexible benefits program for health care, dependent care and commuter/parking expenses.
- Eligibility for Group Life Insurance, Long Term Disability, and Long Term Care coverage.
- Mandatory participation in the Federal Employees Retirement System with employer matching contributions.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.
- Promotions are at the discretion of the court based upon job classification, experience and performance.
- When computing employee leave and retirement benefits, time in service with other federal agencies, as well as time for prior military service, is taken into consideration.

*\*\*\*\*\*Eligibility for benefits varies with part-time and/or temporary appointments\*\*\*\*\**

**ADDITIONAL INFORMATION:**

The Office of the Clerk provides clerical support, record keeping, and administrative services to the U.S. District Court for the Eastern District of Louisiana. The Clerk’s Office provides both short- and long- range opportunities for those interested in a service career with the United States Courts.

The U.S. Probation Office provides assistance in the administration of justice and promotes community safety, gathers information, supervises people under supervision, interacts with collateral agencies, prepares reports, conducts investigations, and presents recommendations to the court.

The Eastern District of Louisiana strives to maintain and grow a productive, progressive, and positive culture. We recruit and retain staff who promote, reflect, and thrive in that environment. Successful candidates must be leaders and motivators; must be mature and highly organized; must possess tact, good judgment, poise and initiative; and must maintain a professional appearance and demeanor at all times.

New Selectees are subject to background check or investigation and subsequent favorable suitability determination, and selectees to high-sensitive positions are subject to updated background investigations every five years.

### **HOW TO APPLY:**

Applicants must be citizens of the United States or be authorized to work in the United States. (See [Citizenship Requirements](#)).

Qualified candidates should submit **one PDF document** that contains:

- A completed [AO 078 Federal Judicial Branch Application For Employment](#)
- A letter of interest (cover letter)
- A current/detailed resume
- A list of three (3) professional references

Please reference the vacancy announcement number in your letter of interest. Applications will not be considered complete until all items listed above have been received by Human Resources. No application material, with the exception of academic transcripts, will be accepted via U. S. Mail.

**All application materials must be submitted ELECTRONICALLY, no exceptions, to:**  
[HRAdmin@laed.uscourts.gov](mailto:HRAdmin@laed.uscourts.gov)

### **DISCLOSURES:**

Due to the volume of applications received, only those interviewed will be notified of the selection outcome. The United States District Court reserves the right to modify the conditions of this vacancy announcement, and/or fill multiple positions from this vacancy announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior written notice. The United States District Court requires employees to adhere to a [Code of Conduct for Judicial Employees](#). The Court will not reimburse candidates for travel in connection with the interview or pay for any relocation expenses. We appreciate your interest in employment with our district.

*The United States District Court for the Eastern District of Louisiana is an Equal Opportunity Employer*