



UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF LOUISIANA

Executive Assistant Vacancy Announcement #2022-03 Shreveport, LA

Position: Executive Assistant
Vacancy Number: #2022-03
Position Type: Full-Time
Location: Shreveport, Louisiana
Salary Range: \$39,621 - \$64,441 (CL24)
\$43,767 - \$71,167 (CL25)
(Dependent upon qualifications and experience)
Opening Date: November 8, 2022
Closing Date: Open until filled. Preference given to applications received by 12/23/2022

**The classification level and salary for this position will be based upon experience and education in accordance with the Court Personnel System. Starting salary commensurate with qualifications and work experience. This position is promotion eligible without further competition to a CL 26 and above.*

Position Overview and Duties:

The U. S. Bankruptcy Court for the Western District of Louisiana is accepting applications for the Executive Assistant position. The Executive Assistant is responsible for providing various administrative services such as financial, procurement, budget, technical, and clerical assistance to the Court Unit Executive (CUE). The Executive Assistant performs administrative duties such as filing, copying, distributing mail, inputting data, creating and formatting excel spreadsheets and reports, and assisting with financial and budgetary functions. The ideal candidate will display initiative, good judgment, professionalism, ability to multi-task, excellent organizational skills, and the ability to maintain confidentiality.

Representative Duties:

- Prepares correspondence, legal documents, and other materials that may require substantial research or analysis.
- Performs administrative duties, uses computer applications to prepare documents and correspondence, reviews documents for completeness and accuracy, takes minutes at meetings, and other related duties.
- Receives, screens, and refers questions in person or via telephone. Appropriately prioritizes and routes all internal communications throughout the court unit.
- Maintains, updates, and tracks both paper and electronically filed documents. Maintains storage and filing systems for correspondence, publications, data, forms, and other documents.

- Makes travel and transportation arrangements for the CUE and ensures appropriate travel authorization is secured.
- Performs financial and budgetary duties such as processing accounts payable and accounts receivable transactions. Assists with balancing and reconciling financial records and assists staff with automated financial tracking systems. Performs similar financial and budgetary activities.
- Maintains, reconciles, and analyzes accounting records, consisting of cash receipts journals, registry funds, deposit funds, and subsidiary ledgers for allotments and other fiscal records.
- Reviews and/or performs accounts payable and accounts receivable duties; responsible for the accuracy and accountability of monies received and disbursed by the court.
- Assists with monitoring daily fund balances, reprogramming, and transferring funds as necessary and appropriate.
- Disseminates communications to appropriate managers, executives and peers and follows up on action items to ensure a comprehensive and coordinated response, where required.
- Administers the reimbursable work authorization process, including preparing forms and paperwork, preparing invoices and payments, tracking expenses, etc.
- Assists with maintaining physical inventory of the clerk's office.
- Serves as human resources assistant in tracking staff time and attendance. Assists with coordinating and delivery of training.
- Coordinates general activities in the immediate office, including arranging for equipment and facilities maintenance and ordering supplies.
- Assists in coordinating, monitoring, and communicating the status of projects and programs.
- Other duties as assigned.

Qualifications for the Executive Assistant:

Qualifications for all classification levels are pursuant to the Court Personnel System (CPS) for the U. S. Courts. To qualify for the Executive Assistant, the applicant must be a high school graduate or equivalent. The position also requires two years of general experience plus one year of specialized experience. A bachelor's degree from an accredited college or university is preferred.

General experience is considered progressively responsible clerical office or other work that indicates the possession of the particular knowledge and skills needed to perform the duties of the position.

Specialized (hands-on) experience is progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position, which demonstrates the particular knowledge, skills, and abilities to perform the duties of this position successfully.

Preference will be given to applicants that have knowledge of the rules, regulations, practices, and principles of financial administration and/or accounting; and whose experience involved the routine use of automated financial and accounting systems or other computer-based systems and applications such as word processing, spreadsheets, or databases.

Educational Substitutions:

Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience. Education cannot be substituted for specialized experience.

Preferred Qualifications:

- Skill in preparing financial reports and reconciling accounts. Applicant should be familiar with a variety of automation software applications such as, but not limited to: Microsoft Word, Excel, Adobe, etc.
- Applicant should possess excellent written and oral communication skills.
- Prior experience in human resources environment.
- Ability to apply a body of rules, regulations, directives and laws; and be mature, responsible, organized, meticulous and able to multi-task, work well independently and maintain confidential information.

Background Check and Other Requirements:

As a condition of employment, the selected candidate will be subject to a background check which will include criminal history and FBI fingerprinting. The selected candidate may be appointed provisionally, and retention will depend upon a favorable suitability determination of the background check and may be subject to periodic updates. The applicant must be a United States citizen or provide documentation proving eligibility to work in the United States.

This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay. The U.S. Bankruptcy Court is part of the Judicial Branch of the U.S. Government. Employees of the U.S. Bankruptcy Court are “At Will” employees and can be terminated with or without cause at any time. Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available upon request.

Benefits:

Benefits include eleven paid holidays, accrual of paid vacation and sick leave. Participation in pre-tax benefit programs (health, dental, vision insurance programs, and flexible spending accounts). Additional benefits include Federal Employees Group Life Insurance, Long-Term Care Insurance programs, participation in the Federal Employees Retirement (FERS) and traditional (pre-tax) and Roth (post-tax) retirement savings and investment plans through the Thrift Savings Plan (TSP) with employer matching contributions.

Application Process:

Submit all required documents in a single portable document file (PDF) format via email with the subject line “**HR Confidential**” 2022-03 to: lawbhr@lawb.uscourts.gov

The application package shall consist of the following:

- 1) Cover letter addressing your particular skills and experience.
- 2) A detailed current resume.
- 3) Application for Judicial Branch Employment (Form AO-78). The application may be found on the court’s website: www.lawb.uscourts.gov (See Court/Employment).
- 4) If applicant has a bachelor’s degree, please provide a copy.
- 5) List of three (3) professional references and contact information.

Only candidates selected for an interview will be contacted. Candidates selected for interviews must travel at their own expense. The court reserves the right to modify the conditions of this job announcement, withdraw the announcement, or fill the position at any time, any of which may occur without prior written notice.

The United States Bankruptcy Court is an Equal Opportunity Employer