



UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF LOUISIANA

Administrative Assistant Vacancy Announcement #2019-05 Shreveport, LA

Position: Administrative Assistant
Vacancy Number: 2019-05
Position Type: Full-Time or Part-Time
Location: Shreveport, Louisiana
Salary Range: \$37,245 - \$60,564 (CL 24) *
\$17.91 - \$29.12 per hour
(Dependent upon qualifications and experience)
Opening Date: October 1, 2019
Closing Date: Open until filled, preference given to applications received by 10/31/19

**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 25, and above.*

Position Overview and Duties:

The U. S. Bankruptcy Court for the Western District of Louisiana is accepting applications for the position of Administrative Assistant. The Administrative Assistant is responsible for providing administrative, technical, and secretarial assistance to the Court Unit Executive (CUE). The Administrative Assistant performs administrative duties such as filing, copying, distributing mail, inputting data, and creating and formatting excel spreadsheets, and reports. The main function of the Administrative Assistant is to provide administrative support to the CUE. The ideal candidate will display initiative, good judgment, professionalism, ability to multi-task, excellent organizational skills, the ability to maintain confidentiality, and a strong work ethic. The position will include scheduling meetings, research, and preparation of data, reports, and drafting correspondence.

Representative Duties:

- Prepares correspondence and 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.
- Arranges and manages the CUE's schedule.
- Reviews and organizes the CUE's incoming mail and routes applicable correspondence to appropriate managers, supervisors, or offices. Processes outgoing mail.
- Appropriately prioritizes and routes all internal communications throughout the court unit.

- Maintains, updates, and tracks both paper and electronically filed documents. Maintains logs, tracking forms, spreadsheets, and databases for the purpose of tracking statistics and data; prepares statistical tables, charts, and reports; gathers data for management to review; and, drafts reports based on statistical data.
- Maintains and updates manuals for the clerk's office.
- Assists with maintaining physical inventory of the clerk's office.
- Maintains and organizes filing systems and generates reports.
- Maintains storage and filing systems (electronic and paper) for correspondence, publications, data, forms, and other documents.
- Makes travel and transportation arrangements for the CUE and ensures appropriate travel authorization is secured.
- Arranges meeting and conference agendas.
- Timely prepares and fulfills all reporting requirements for the CUE.
- Monitors and prepares required periodic annual reports regarding court and non-court activities.
- Monitors deadlines, prioritizes tasks and takes necessary actions as directed by the CUE.
- Other duties as assigned.

Qualifications for the Administrative Assistant:

Qualifications for all classification levels are pursuant to the Court Personnel System (CPS) for the U. S. Courts. To qualify for the Administrative Assistant, the applicant must be a high school graduate or equivalent. The position also requires two years of general experience, plus one-year 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 demonstrated the particular knowledge, skills, and abilities to perform the duties of this position successfully.

Preferred Qualifications:

- Ability to maintain confidentiality, demonstrate sound judgment, handle sensitive information, and exercise discretion at all times.
- Exceptional managerial, organizational, computer, and computer-assisted legal research skills.
- Ability to meet deadlines and be punctual for meetings and hearings.
- Possesses good judgment and maturity, is dependable and responsible, and a self-starter who demonstrates initiative in problem-solving.
- Ability to communicate effectively, both orally and in writing, and to present a poised, professional appearance and demeanor at all times.
- Strong people and time-management skills with the ability to meet and manage many changing priorities and demands.
- Skill in writing and editing legal documents with considerable accuracy, speed, and attention to detail.

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. 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 ten 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**” 2019-05 to: joann_walker@lawb.uscourts.gov

The application package consists 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