

CAREER OPPORTUNITY

Administrative Support I Pittsburgh, Pennsylvania Pay Grade CL 23

Position: Administrative Support I
Annual Salary: Pay Grade CL 23
Position Location: Pittsburgh, PA
Application Deadline: December 13, 2017 at 5 p.m.



U.S. Bankruptcy Court
Western District of
Pennsylvania

www.pawb.uscourts.gov

U.S. Steel Tower
54th Floor
600 Grant Street
Pittsburgh, PA 15219

An Equal Opportunity
Employer

Position Summary:

The United States Bankruptcy Court for the Western District of Pennsylvania (the "Court") is accepting applications for the full-time position of Administrative Support I in our Pittsburgh office. The Administrative Support position provides office assistance in accordance with applicable procedures and policies, by performing duties which include, but are not limited to, the following:

- Performing receptionist duties;
- Preparing reports, form letters, notices, and other correspondence using templates and forms;
- Maintaining correspondence control records;
- Performing data entry, generating reports from databases and computerized systems;
- Tracking statistics and data;
- Maintaining, updating, and tracking paper and electronic files;
- Assisting with scanning, copying, filing, stamping, and locating files and documents;
- Scheduling and maintaining calendars;
- Assisting with managing special projects; and
- Performing other duties as assigned.

Minimum Qualifications:

To qualify, the individual must be a high school graduate or equivalent and possess two years of general experience. A college degree is preferred. Requirements include: the ability to manage records - entailing filing, extracting, and re-filing documents accurately; the ability to follow detailed instructions and multitask; organizational skills; and the ability to manage projects. Knowledge of local Court rules, practices, procedures, processes, and forms are a plus. The ability to communicate effectively is critical.

Benefits:

Employees of the Court are entitled to the following benefits: optional participation in a variety of Federal health, dental, vision, and life insurance plans; optional participation in the flexible spending and parking reimbursement programs; annual leave (vacation) and sick leave accruals; ten (10) paid holidays per year; and mandatory participation in the Federal Employees Retirement Program and the Social Security Retirement Program.

Administrative Support I, Pittsburgh, Pennsylvania

Miscellaneous:

Employees of the Court serve under "Excepted Appointment" and are considered "At-Will" employees. Appointment is provisional, and retention is contingent upon the successful completion of a background check and performance reviews.

How to Apply:

Qualified candidates must electronically submit, by 5 p.m. on December 13, 2017, a cover letter, a resume, and a *Federal Judicial Branch Application for Employment* (Form AO 78) for consideration. Open until filled. Instructions and forms to apply electronically are available at: <http://www.pawb.uscourts.gov/career-opportunities>.

Please DO NOT CALL OR EMAIL the Court inquiring about the position. Due to the anticipated high volume of applications, the Court cannot respond to inquiries. Only qualified applicants will be considered for this position. Participation in the interview process will be at the applicant's own expense, and relocation expenses will not be provided.

The Court reserves the right to modify the conditions of this job announcement, to staff the position as applications are received, or to withdraw the announcement; any of which may occur without prior written or other notice.

All applicants must be a U.S. citizen or be eligible to work in the United States.

All appointments are subject to FBI Fingerprint Background Check, with periodic reinvestigation, if applicable.

All appointments are subject to mandatory electronic funds transfer.
