

CAREER OPPORTUNITY

Executive Assistant to the Clerk of Court Pittsburgh, Pennsylvania Starting at CL 25 (\$42,275)

Position: Executive Assistant to the Clerk of Court

Annual Salary: Starting at CL 25 (\$42,275)

Position Location: Pittsburgh, PA

Application Deadline: July 31, 2019 at 12 p.m.

Position Summary:

The United States Bankruptcy Court for the Western District of Pennsylvania (the “Court”) is accepting applications for the full-time position of Executive Assistant to the Clerk of Court in our Pittsburgh office. The incumbent supports the Clerk of Court (the “Clerk”) in accordance with applicable procedures and policies, by performing duties which include, but are not limited to, the following:

- Providing administrative support to the Clerk and Chief Deputy Clerk in a variety of areas, including, but not limited to: human resources, procurement, property management, space and facilities, finance, and budget;
- Ensuring compliance with the appropriate guidelines, policies, and approved internal controls for the Clerk and Chief Deputy Clerk;
- Maintaining calendars and schedules for the Clerk and Chief Deputy Clerk;
- Performing receptionist duties;
- Coordinating conferences, meetings, and Court and judicial ceremonies;
- Disseminating and tracking communications to appropriate personnel;
- Serving as the Clerk’s liaison to the bar, public, other courts, Judges’ Chambers, the Administrative Office of the United States Courts, and the Federal Judicial Center;
- Performing data entry and generating reports from databases and computerized systems;
- Maintaining, updating, and tracking paper and electronic files and other documents; 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; the ability to follow detailed instructions; the ability to multitask; the ability to apply advanced organizational skills; and the ability to manage projects. Knowledge of local Court rules, practices, procedures, processes, and forms are a plus. Attention to detail and effective communication skills are critical.



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

Executive Assistant to the Clerk of Court, Pittsburgh, Pennsylvania

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.

Miscellaneous:

Employees of the Court serve under an “Excepted Service 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 12 p.m. on July 31, 2019, 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.
