



**UNITED STATES DISTRICT COURT DISTRICT OF CONNECTICUT
VACANCY ANNOUNCEMENT - USDC-CT 18-04**

POSITION: Space and Facilities Assistant

OPENING DATE: July 26, 2018

SALARY RANGE: CL 24 - CL 26 (\$41,968 - \$82,984)

CLOSING DATE: August 17, 2018*

DUTY STATION: New Haven, CT (with frequent travel to Hartford and Bridgeport)

*Preference given to applications received by August 17th. Position will remain open until filled.

The United States District Court for the District of Connecticut is seeking a full-time Space and Facilities Assistant to perform and coordinate administrative and technical work related to day-to-day building management issues as well as construction and renovation projects within the district. He/she will perform all duties in accordance with approved policies, procedures, and internal controls. The position reports to the Clerk of Court.

Representative Duties:

- Monitor, coordinate, and respond to day-to-day facilities management issues involving building systems (heating, cooling, lighting, and cleaning), structures, grounds, and security. Respond to space and facilities phone calls and emails. Log calls, resultant actions, and final resolution into a database. Keep customers informed as to service status. Escalate problems that are not resolved in a reasonable period to the next level.
- Serve as the Court's liaison with the General Services Administration (GSA) and outside contractors.
- Assist with coordinating tenant alterations and cyclical maintenance projects.
- Maintain cyclical maintenance list and recommend new projects
- Create and maintain project logs, tracking forms, spreadsheets, and databases for the purpose of tracking and documenting projects to completion.
- Conduct and document regular facilities inspections.
- Participate in project planning and design meetings; ensure the completeness and timeliness of project delivery.
- Maintain meeting notes for project files. Maintain files, records, and materials related to facilities management, space planning, and space and facilities projects.
- Prepare correspondence, reports, form letters, and documents. Generate status reports from databases and computerized systems. Schedule appointments, arrange meetings, and maintain calendar of ongoing projects and project milestones.
- Work with court staff to design space and furniture plans to optimize space utilization and work place efficiency.

- Serve as move coordinator; create relocation plans.
- Maintain and organize furniture storage area.
- Identify and maintain lists of vendors and sources of supply for goods and services.
- Perform light moving of furniture, equipment, and paper/supplies.
- Arrange for security and maintenance services for special events.
- Assist the event planner with formal court ceremonies and court sponsored events.
- Procure supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts. Plan and coordinate time and delivery of purchases.
- Serve as liaison with the U.S. Marshals Service for the installation of security equipment.
- Troubleshoot issues and recommend solutions.
- Perform minor repairs and maintenance (e.g., hang pictures, replace light bulbs, etc.).
- Adhere to the *Guide to Judiciary Policy*, procurement bulletins, the court's internal controls manual, and other local and national court policies.
- Perform other duties as assigned.

Qualifications/Requirements:

Education: High school diploma or equivalent. A bachelor's degree from an accredited institution in construction management, business, or other closely-related field is preferred.

Experience: Candidates should have two years of specialized experience of progressively responsible clerical or administrative experience that provides knowledge of the rules, regulations, practices, and facilities administration. Working knowledge of: principles and practices of project management, and electrical and mechanical systems. Sound knowledge of health, safety, and environmental regulations. Be familiar with construction, maintenance and all facets of facility operation.

Conditions of employment: Candidates must have the ability to lift up to 40 pounds and move furniture and equipment as required.

Preferred Skills:

- Problem solving skills are a must
- Ability to work both independently with little supervision, as well as on a team
- Strong computer skills
- Ability to create spreadsheets
- Strong oral and written communication skills
- Strong organizational skills
- Strong attention to detail
- Ability to meet deadlines and commitments
- Familiarity with construction, maintenance and all facets of facility operations
- Ability to conduct research and interpret guidelines, rules, regulations, and policies related to space and facilities
- Ability to assist in designing and sketching space and furniture plans
- Ability to understand design and construction processes
- Good handyman skills; ability to make minor repairs

How to Apply: In order to be considered for this position, go to:

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=mf6sdx2k&pos=18-04>

Please attach **in PDF format** your cover letter, resume, and the Judicial Branch Federal Employment Application (AO 78).

Applications for Judicial Branch Federal Employment (AO78) may be obtained at:

<http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>

Applicants must also submit a narrative statement addressing the following:

1. Explain how your previous work experience makes you a good candidate for this position?

Conditions of Employment:

- Applicants must be U.S. citizens or eligible to work in the United States.
- Successful candidate for this position is subject to a full fingerprint and background records check. Any applicant selected for a position will be hired provisionally pending successful completion of the background investigation.
- Mandatory electronic direct deposit of salary payment.
- Employees are required to adhere to the Code of Conduct for Judicial Employees [available to applicants to view at the court website: www.ctd.uscourts.gov].
- Employees of the U.S. District Court are EXCEPTED SERVICE APPOINTMENTS. Excepted service appointments are “at will” and can be terminated with or without cause by the court.
- All applications will be reviewed to identify the best qualified candidates. Due to the volume of applications received, the Court will only communicate with those individuals invited for an interview. Applicants selected for interviews must travel at their own expense. The Court may close this announcement at any time. The Court reserves the right to modify the conditions of this position announcement or to withdraw the announcement, which may occur without prior written notice.

The United States District Court is an Equal Opportunity Employer.