



**UNITED STATES DISTRICT COURT
DISTRICT OF CONNECTICUT
VACANCY ANNOUNCEMENT - USDC-CT 15-10**

POSITION: Administrative Support Clerk
(*Temporary Position: 1 year and 1 day*)

OPENING DATE: April 27, 2015
CLOSING DATE: May 11, 2015

SALARY RANGE: CL 22 (\$28,790 - \$46,862) *DOE
*Depending on experience

DUTY STATION: New Haven, CT

Introduction

The Clerk of the United States District Court for the District of Connecticut is seeking qualified applicants for the temporary position of Administrative Support Clerk. Administrative Support Clerks provide office support and assistance for the administrative functions of the office, in accordance with approved internal procedures and policies.

Duties include, but are not limited to, the following:

- Process invoices for payment.
- Maintain and reconcile the Citibank credit card statement against purchases.
- Receive, review, and process travel vouchers and travel advance requests. Check figures and documents for correct entry, mathematical accuracy, and proper codes. Respond to questions, problems, or insufficiencies regarding voucher submissions and the status of reimbursement.
- Assist with the preparation of reports and forms by compiling information. Use accounting software and systems to record, store, and track information.
- Perform research and provide requested information regarding case ledgers.
- Receive supplies and check deliveries against packaging slips. Check deliveries and invoices against purchase orders for type, quantity, and condition. Enter and update information on purchase orders and inventory into automated databases.
- Assist with records management by filing, scanning, and maintaining documents.
- Prepare purchase orders at reorder levels and from requisitions received.
- Assist with follow-up to vendors and customers to clarify or expedite orders. Maintain a variety of logs and databases. Obtain quotes from vendors for supplies, furniture, and services.
- Process incoming and outgoing mail.
- Other duties as assigned.

Qualifications:

- Minimum Qualifications: The successful candidate must have the ability to communicate effectively (orally and in writing) to individuals and groups to provide information. Ability to interact tactfully with a wide variety of people.
- Successful candidates will be proficient in the use of computer applications, e.g. knowledge of and skill in using software and keyboarding for word processing, data entry, email, computers, and report generation. Skill in using standard office equipment (telephones, copiers, fax machines, scanners, etc.). Skill in data entry.
- Requirements for prospective candidates include high school graduate or equivalent and a minimum of two (2) years of progressively responsible administrative work experience. Bachelor's degree preferred.

Benefits:

This position is covered by the Court Personnel System. A generous benefits package is available to full-time permanent employees which may include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Credit, time in-service, for prior government service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration with computing leave accrual and retirement benefits.

How to Apply:

Submit resume, with cover letter and salary history, **by email only**, to:

Human Resources Department @ Email: HR_department@ctd.uscourts.gov

- The Court will only communicate with those qualified applicants who are selected for an interview. Applicants selected for interviews will be tested. No phone calls please.
- 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 in for an interview. Applicants selected for interviews must travel at their own expense. The Court may close this announcement at any time, and it is therefore recommended that applications be submitted as soon as possible. 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.