



VACANCY ANNOUNCEMENT

United States Bankruptcy Court, District of Oregon

VACANCY #2016-01

POSITION:	Administrative Coordinator	POSITION AVAILABLE:	Immediately
TYPE:	Full-Time	POSTING DATE:	January 13, 2016
DUTY STATION:	Portland, Oregon	CLOSING DATE:	Open until filled
SALARY RANGE:	CL 25 (\$40,802-\$66,365) <i>Pay is set based on experience and qualifications.</i>	To ensure consideration submit your application by: January 27, 2016 <i>Check the status of this position on the court's website at www.orb.uscourts.gov</i>	

The United States Bankruptcy Court for the District of Oregon is seeking a highly motivated individual to join our professional team as an Administrative Coordinator. The ideal candidate will be experienced in handling a wide range of administrative and technical duties and have experience with task and project management.

POSITION OVERVIEW

The Administrative Coordinator position includes hybrid jobs that provide a variety of administrative and technical assistance to ensure smooth and efficient operation of the office. This position will be assigned specific job responsibilities, but duties will primarily also include ad hoc assignments and projects in multiple department areas of the court. The person will be a member of the court's management team and provide input to assist with court operations.

Essential Job Functions:

- Provide administrative services to the court unit executives and management team.
- Serve as the court's travel card and purchase card coordinator.
- Review court employee and judges' travel vouchers to ensure documents meet judiciary policy requirements prior to processing.
- Review and generate various recurring reports from databases and computerized systems.
- Create and maintain procedures, reference materials, and correspondence
- Serve as the court's Emergency Procedures Coordinator.
- Maintain and update content on the court's internet and intranet websites.
- Coordinate meetings and conferences. Prepare agenda and materials.
- Proofread, revise, and finalize documents drafted by others.
- Maintain official records, including documents in paper and electronic format.
- Receive funds from cashiers and reconcile cash drawers at the end of the day. Process funds and prepare bank deposit using an automated program.

- Assist with reporting matters regarding the office's physical needs (such as heating, cooling, lighting, and cleaning).
- Various tasks and projects as assigned.

QUALIFICATIONS

Education and Eligibility Requirements:

- Minimum of a high school diploma or the equivalent.
- Must be a U.S. citizen or eligible to work in the United States.

Position Requirements:

Work history and experience that provides evidence of the following:

- Exceptional interpersonal skills and the ability to work collaboratively in a team environment.
- Maturity, good judgment, high ethical standards, and a positive work attitude.
- Is a self-starter and embraces self-responsibility.
- Ability to maintain confidentiality.
- Skill in being well organized and the ability to handle multiple priorities with professionalism, accuracy, and attention to detail.
- Ability to multitask, prioritize, and consistently meet deadlines and targeted goals.
- Ability to communicate professionally, both orally and in writing.
- Skill in spelling, grammar, and proofreading.
- Ability to interpret and apply existing and new governing policies and procedures to work duties and make recommendations to executive management for improvement and implementation.
- Skill in assisting with planning, organizing, and handling logistical arrangements for conferences and meetings.
- Skill and accuracy in data entry and performing numerical calculations.
- Knowledge and skills in the use of computers and software applications, email, data entry, and report generation.
- Skill in recordkeeping and the ability to maintain paper and electronic files accurately and efficiently.
- Ability to telework from home or alternate work location.

Desired Experience:

- Federal judiciary or bankruptcy legal experience.

APPLICATION PROCEDURES

The following is a list of required application documents that must be submitted in the following order in **a single PDF file** and emailed to **hr@orb.uscourts.gov**

Cover letter:

- Reference job vacancy number **#2016-01**
- Include an email address in your contact information

Chronological resume which includes:

- education
- work history
- names and addresses of employers
- dates of employment
- work performed
- number and composition of personnel supervised, if any
- significant accomplishments

Application for Judicial Branch Federal Employment (Form AO 78) available

at: www.uscourts.gov/forms/AO078.pdf (After completing the form, please ensure the content you provided saved properly and the form is not blank when you submit with your application documents.)

BENEFITS

The judiciary offers a number of exceptional benefits to its employees. As a judiciary employee, you may be eligible to participate in the following benefits programs:

Health Insurance	Long-Term Care Insurance	Flexible Spending Accounts
Dental and Vision Insurance	Life Insurance	Commuter Benefit Program
Paid Leave	Retirement Program	Thrift Savings Plan (retirement savings plan)

Information about federal judiciary employee benefits and compensation can be found on the United States Courts website career page: <http://www.uscourts.gov/Careers.aspx>

Additional Information

- This is a sensitive position within the Judiciary. The successful candidate is hired provisionally, pending the results of an FBI fingerprint and criminal background check.
- Employees must adhere to the Code of Conduct for Judicial Employees which is available at: <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>
- Excepted service appointments are AT WILL and can be terminated with or without cause by the court.
- We must pay by Electronic Funds Transfer.
- Best qualified applicants will be contacted for interviews. Candidates for interviews may travel at their own expense or be interviewed via telephone or videoconference.
- Resumes or enclosures will not be returned.
- More details are available on the court's internet web site at www.orb.uscourts.gov

The United States Bankruptcy Court for the District of Oregon is an Equal Opportunity Employer

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The U.S. Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct. This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative by sending an email to hr@orb.uscourts.gov. The decision on granting reasonable accommodations will be made on a case by case basis.