



UNITED STATES DISTRICT COURT District of New Mexico

Honorable William P. Johnson, Chief Judge
Mitchell R. Elfers, Clerk of Court

Office of the Clerk

333 Lomas Blvd. NW, Suite 270, Albuquerque, NM 87102

Telephone: 505-348-2000

NOTICE OF JOB OPPORTUNITY

Vacancy Announcement #: 20-LC/AS-1

ANNOUNCEMENT DATE:	February 18, 2020
CLOSING DATE:	Open Until Filled <i>Preference given to applications received by March 6</i>
POSITION:	Administrative Services Technician* <i>* Temporary appointment of one year and one day</i>
STARTING LEVEL/SALARY:	CL 23/Step 1 to CL 24/Step 61 \$34,596 to \$62,300 Annual (<i>Depending on Qualifications</i>)
LOCATION:	Las Cruces, New Mexico

POSITION OVERVIEW

This position is located in the Las Cruces Clerk's Office for the United States District Court, District of New Mexico, and reports to the Space & Facilities Supervisor. The Administrative Services (AS) Technician performs administrative and technical support to ensure that the court unit is provided with supplies, materials, equipment, and services required for optimal functionality. Duties include receiving, checking, and delivering ordered supplies and materials; processing and delivering the mail; and assisting with other related tasks as needed.

This announcement is for a temporary appointment of one year and one day from entry on duty. This means the employee is eligible for full benefits.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- ◆ Stock and maintain the supply room and deliver supplies as needed. Stock and maintain supplies for jurors, as requested.
- ◆ Determine and maintain sufficient supplies of copy paper at designated locations.
- ◆ Coordinate mail and UPS shipments.
- ◆ Receive and check deliveries against packing slips and purchase orders for type, quantity, and condition.

- ◆ Track usage and provide other information as requested to assist in budget planning for the procurement of consumable supplies, parking and shipping expenses.
- ◆ Report building maintenance issues to the appropriate party.
- ◆ Assist with moves, including moving furniture and equipment as needed.
- ◆ Perform other related duties as required.

MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS

To qualify for a CL-23 requires a high school diploma or equivalent and two years of general experience. To qualify for a CL-24 requires one year of specialized experience equivalent to work at a CL-23. Work experience in a professional environment is preferred but not required. Successful applicant must be able to lift heavy boxes (40 lbs. or more) and move furniture.

General Experience

Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position.

Specialized Experience

Progressively responsible clerical or administrative experience that provided knowledge of the rules, practices and principles of procurement or related office administration duties and involved the routine use of automated systems and applications such as word processing, spreadsheets or databases.

Educational Substitution

Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience. Education may not be substituted for specialized experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- ◆ Knowledge of or the ability to assess the court unit's needs and usage of supplies, equipment, and services. Skill in completing various forms used in the procurement process and maintaining related records. Skill in planning and coordinating time and delivery of purchases.
- ◆ Knowledge of or the ability to learn court operations, functions, and organizational structure.
- ◆ Ability to comply with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- ◆ Ability to communicate effectively (orally and in writing) with individuals and groups to provide information about the procurement and delivery of supplies and materials.

- ◆ Skill in the use of automated equipment including word processing, spreadsheet, and database applications, as well as skill in the use of or the ability to learn databases and systems related to procurement activities.
- ◆ This position requires routine lifting of heavy boxes (40 lbs. or more) and moving furniture and equipment.

CONDITIONS OF EMPLOYMENT

- ◆ Employees must be United States Citizens or eligible to work in the United States.
- ◆ Employees of the United States District Court are Excepted Service appointments; Excepted Service appointments are “at will” and can be terminated with or without cause by the court.
- ◆ Employees are required to adhere to a Code of Ethics and Conduct.
- ◆ Selectees are subject to an FBI fingerprint check or investigation and may be subject to periodic updates. An individual may be hired provisionally pending successful completion of the necessary records checks.
- ◆ The court provides reasonable accommodations to applicants with disabilities.
- ◆ This position is subject to EFT (direct deposit of salary earnings).

BENEFITS

A generous benefits package is available, including

- ◆ A minimum of 10 paid holidays
- ◆ Paid annual leave in the amount of 13 – 26 days per year, depending on length of service
- ◆ Paid sick leave in the amount of 13 days per year
- ◆ Optional participation in Federal Employees Health Benefits plans, including dental and vision insurance; Federal Employees Group Life Insurance; Flexible Benefits Program; Long-Term Care Insurance
- ◆ Retirement benefits (FERS)
- ◆ Thrift Savings Plan (TSP)
- ◆ Credit for prior government service

APPLICATION INFORMATION

Qualified applicants must submit a **cover letter, résumé with three references** and an **AO-78 *** (*Federal Judicial Branch Application for Employment*) by email to usdcjobs@nmd.uscourts.gov.

PLEASE INCLUDE “ADMIN SERVICES TECH – LC” IN THE SUBJECT LINE

*The AO-78 can be downloaded at <http://www.nmd.uscourts.gov/employment>.

Applications **must** be submitted in ONE PDF document.

Applications must be received by the deadline. Illegible or incomplete applications may result in loss of consideration for the position. Zip files will not be accepted. Documents that cannot be downloaded by the court cannot be considered.

Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted and must travel at their own expense. The U.S. District Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may select a candidate from the original qualified applicant pool.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER