



◆◆◆ UNITED STATES DISTRICT COURT ◆◆◆
WESTERN DISTRICT OF TENNESSEE

JOB OPPORTUNITY

Announcement #: 10-05
Position: Generalist, Procurement, Space & Facilities
Location: Memphis, TN
Classification Level/Salary Range: CL 23 (\$31,009 - \$38,790) based on qualifications
Opening Date: May 9, 2010 **Closing Date:** May 31, 2010

The U.S. District Court for the Western District of Tennessee consists of 10 judicial officers and staffs located in two divisions (Memphis and Jackson).

DUTIES AND RESPONSIBILITIES:

Provide office support and assistance for the administrative functions of the office, which may include any or all of the following duties and responsibilities:

- Perform receptionist duties by greeting visitors/clients in person and on the telephone, answering routine questions, and directing visitors/callers to the appropriate person or department.
- Prepare reports, form letters, notices, and other correspondence using templates and forms. Assist with preparing correspondence and documents, including typing, keyboarding, formatting, and generating documents from templates, notes, and dictation. Maintain correspondence control records.
- Perform data entry functions. Generate standard reports from databases and computerized systems. Track statistics and data.
- Receive, prioritize, and route all incoming materials from within the court to appropriate individuals in the office. Receive, screen, and route supplies to appropriate persons or offices; process items requiring special handling; and, provide outside messenger service.
- Maintain, update, and track paper and electronic files; make copies and deliver documents to staff. Assist records and reproduction staff with scanning, copying, filing, stamping, and locating files and documents.
- Perform responsibilities related to inventory management, stock deliveries and equipment maintenance.
- Report matters regarding the office's physical needs (such as heating, cooling, lighting, and cleaning).

SKILLS AND EXPERIENCE:

- Ability to communicate information accurately and timely
 - Ability to lift and/or move up to 50 lbs.
 - Skill in use of automated systems, a variety of office equipment & Windows-based applications
 - Experience dealing with the public
 - Familiarity with procurement property management procedures
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QUALIFICATIONS:

Must be a high school graduate with two years general office work experience to qualify for CL 23. One year specialized experience equivalent to work at CL 23 is needed to qualify for CL 24.

General Experience:

Min. two years of progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Specialized Experience:

Progressively responsible clerical or administrative experience involving the routine use of keyboard skills that is in, or closely related to the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the duties of the position.

Educational Substitutions:

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 nine months of experience. Education may not be substituted for specialized experience because this court support position requires hands-on experience to be credited as specialized experience.

CONDITIONS OF EMPLOYMENT:

Must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments, are considered “at will” appointments, and can be terminated with or without cause by the Court. Employees are hired provisionally pending results of a criminal background check and fingerprinting, and are subject to a probation period. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of salary. The U.S. Courts require employees to adhere to the Code of Conduct for Judiciary Employees, which is available to applicants for review at the court’s web site at <http://www.uscourts.gov/guide/vol2/ch2a.html>.

BENEFITS:

Employees of the U.S. District Court are not classified under Civil Service, but are entitled to many of the same benefits. These benefits include participation in the retirement system, health and life insurance programs, optional participation in Thrift Savings Plan, optional disability plan, optional long term care insurance, optional flexible spending accounts for health and dependent care reimbursement, optional commuter benefits plan, paid holidays, leave accrual, and periodic salary increases

APPLICATION INSTRUCTIONS:

Qualified persons must submit cover letter, & judiciary application (available on the court’s website: <http://www.tnwd.uscourt.gov/employment-opportunities.php> detailing qualifications and experience and three character reference names and phone numbers via email to: tnwdjobs@tnwd.uscourts.gov. Subject line must contain: Job announcement 10-05 Generalist, Procurement Space & Facilities

Due to the volume of applications received, the Court will only communicate with those individuals who are invited for a personal interview. The Court is not authorized to reimburse candidates for travel or relocation expenses. The Federal Building is a non-smoking facility.

The U.S. District Court is an Equal Opportunity Employer
