



UNITED STATES DISTRICT COURT
DISTRICT OF HAWAII

VACANCY ANNOUNCEMENT
NO. 2016-06

Position: **TRAVEL COORDINATOR**

Terms of Employment: Full-time, Excepted Service subject to funding.

Classification Level: CL-24, Steps 1-61
Table N6 – Hawaii
Starting salary, dependent on qualifications
*Salary range: \$40,159-\$65,270
**Salary noted above includes 12.25% Hawaii Cost of Living Adjustment (COLA).*

Position Location: Office of the Clerk
United States District Court
300 Ala Moana Boulevard, Room C-338
Honolulu, HI 96850

Closing Date: Position open until filled. Priority consideration will be given to applications received by 4:00pm on November 16, 2016

The Clerk's Office of the United States District Court is a career-oriented organization focused on providing exceptional service to the court, members of the legal community, and the general public. Currently, we are seeking applicants for a full-time **Travel Coordinator** position.

The Travel Coordinator will be primarily responsible for performing various travel functions for jurors and court staff. The Travel Coordinator will report to the Jury Administrator and will be also responsible for various support functions in the jury department.

REPRESENTATIVE DUTIES:

- Coordinate, schedule and modify the travel arrangements of outer island jurors
- Act as a liaison to staff who need assistance with or knowledge of scheduling official court travel
- Prepare travel estimates and requests for travel authorization for staff scheduled for official court travel
- Prepare travel vouchers for staff who have returned from official court travel
- Support and operate the court with routine duties to include the use of Jury Management System (JMS), AJIS and e-juror component of JMS and other automated systems. Perform quality checks on data entry and make appropriate corrections.
- Work closely with staff from various departments, including Jury, Finance/Budget/Procurement and judges' chambers.
- Perform other related duties as assigned.

MINIMUM REQUIREMENTS:

A Bachelor's degree from an accredited institution is preferred. Additionally, applicants must have a minimum of one year of specialized experience equivalent to work at CL-23.

SPECIALIZED EXPERIENCE:

Specialized experience reflects progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

BENEFITS

Court employees are not included in the government's civil service classification. They are, however, entitled to the same benefits as other federal employees, including: up to 13 days of paid annual leave per year for the first three years, thereafter up to 26 days per year, 10 federal holidays, participation in the Federal Employees Retirement System with a percent of contributions matched, choice of health benefit plan from several options, life insurance, and periodic salary increases. An overview of Federal Judiciary benefits is accessible at: <http://www.uscourts.gov/Careers/BeneFitForLife.aspx>. This position is subject to mandatory electronic funds transfer for salary payments. Under current law, the COLA portion of an employee's salary is not taxed by the federal government, but is taxed by the State of Hawaii.

APPLICATION PROCESS

It is recommended that applications be submitted as soon as possible. To ensure consideration, qualified applicants must submit ALL of the following documents in ONE PDF format:

- 1) Letter of interest detailing qualifications;
- 2) An updated resume;
- 3) A completed and signed AO-78 (Judicial Branch Federal Employment application), which is available from the Hawaii U.S. District Court website: www.hid.uscourts.gov under FORMS and "Miscellaneous;" and
- 4) Three professional references with contact information.

You must submit **ALL** required documents to be considered for this opportunity; incomplete packets will not be considered. Non-submission of the required documentation listed above or an incomplete application packet will disqualify applicant from further consideration.

Please submit electronically via email in ONE PDF to: careers@hid.uscourts.gov with subject line: *VA 16-06 Travel Coordinator (your name)*.

Due to the volume of applications, the U.S. District Court will only communicate with those individuals who will be invited for personal interviews and only applicants who are interviewed will receive a written response regarding their application status. The U.S. District Court is not authorized to reimburse candidates for interview or relocation expenses.

The District of Hawaii, U.S. District Court reserves the right to modify or withdraw this vacancy announcement, or to fill the position any time before the closing date, any of which may occur without prior written or other notice. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the original qualified applicant pool.

AN EQUAL OPPORTUNITY EMPLOYER