



U.S. PRETRIAL SERVICES
DISTRICT OF HAWAII

VACANCY ANNOUNCEMENT
NO. 2014-02

Position Title: **ADMINISTRATIVE SUPPORT I**

Term of Employment: Full-Time, Excepted Service, Temporary (*up to one year and one day*) with potential for extension or conversion to permanent status without further competition, subject to funding.

Classification Level: Court Personnel System, Classification Level 23
Starting salary, dependent on qualifications
CL-23, Steps 1-25: \$35,906 - \$44,883
**Salary noted above includes 12.25% Honolulu, Hawaii Cost of Living Adjustment (COLA)*

No. of Vacancies: More than one position may be filled

Position Location: U.S. Pretrial Services Office
300 Ala Moana Boulevard, Rm. 7-222
Honolulu, HI 96850-7222

Closing Date: Position(s) open until filled. Applications received by 4:30 p.m. Hawaii Standard Time on February 10, will be given priority consideration.

The United States Pretrial Services Office in the District of Hawaii is a career 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 **Administrative Support I** position.

Administrative support positions provide office assistance in accordance with approved internal procedures and policies. These positions include those "mixed duties" or hybrid jobs that provide a variety of administrative and technical assistance to ensure the smooth and efficient management of the office. Administrative support positions encompass areas such as secretarial support to court unit staff, managers, and/or executives, as well as a variety of administrative services such as human resources, procurement, finance, budget, property management, space and facilities and statistical maintenance. Administrative support positions at this level of function perform lower level administrative support duties such as filing, copying, distributing mail, inputting data, answering phones, typing, formatting, assembling reports and greeting visitors/clients.

REPRESENTATIVE DUTIES:

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 incoming and outgoing mail to appropriate persons or offices; process mail 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.
- Schedule appointments, arrange meetings, and maintain staff calendars.
- Report matters regarding the office's physical needs (such as heating, cooling, lighting, and cleaning).
- Perform other duties as assigned.

REQUIRED QUALIFICATIONS:

Applicants must have at least a high school diploma or equivalent and two years general experience in 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. Applicants must possess excellent oral and written communication skills, and be skilled in keyboarding, typing, and data entry.

PREFERRED REQUIREMENTS:

College degree is preferred. Candidates with strong computer skills who are competent with Microsoft Office and working knowledge of Adobe Acrobat are preferred. Candidates with strong analytical skills and a demonstrated history of being detail-oriented and conscientious about deadlines are preferred.

CONDITIONS OF EMPLOYMENT:

Applicants must be a United States citizen or provide documentation proving eligibility to work in the United States. Candidates selected for interviews will be required to provide references. The selected applicant will be subject to a background check, consisting of the submission of fingerprints, a criminal record check and credit check.

HOW TO APPLY:

Application packages must be mailed or hand delivered to the following address and will not be considered complete until all items have been received by Human Resources:

Qualified applicants must submit an **original and one copy** of all the following documents:

- 1) Letter of Interest
- 2) A copy of the most recent resume
- 3) Judicial Branch Federal Employment application (AO-78), which is available from the Hawaii U.S. District Court website: www.hid.uscourts.gov under FORMS and "Miscellaneous"
- 4) Three references (*optional*)

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.

Mail application packet to:

**U.S. Pretrial Services Office
Attention: Human Resources
300 Ala Moana Boulevard, Room 7-222
Honolulu, Hawaii 96850
Re: Administrative Support I 2014-02- CONFIDENTIAL**

Alternatively, you may submit electronically via email to: HR_OPPTS_WP@hip.uscourts.gov
Please include Vacancy No. and Position Title in the subject line.

Due to the volume of applications, the U.S. Pretrial Services Office 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. Pretrial Services Office is not authorized to reimburse candidates for interview or relocation expenses.

The District of Hawaii U.S. Pretrial Services reserves the right to amend or withdraw any announcement without written notice to applicants. No phone calls please.

AN EQUAL OPPORTUNITY EMPLOYER