



**United States District Court
District of Minnesota**

CAREER OPPORTUNITY

Vacancy Announcement #2016-08

Position:	Administrative Support Specialist Regular full-time position
Number of Vacancies:	One
Location:	Minneapolis, MN
Posting Date:	February 5, 2016
Classification:	CL 27
Salary:	\$50,270 - \$81,711 Depending on Qualifications
Closing Date:	Open until filled. Preference will be given to resumes received by Friday, February 19, 2016 at 5:00 p.m.
Area of Consideration:	Open to all sources

Overview of the District of Minnesota

The U.S. District Court, District of Minnesota, serves the 87 Minnesota counties. The District has four staffed divisional offices located in Minneapolis, St. Paul, Duluth and Fergus Falls. This position supports 7 authorized district judges, 5 senior district judges, 8 authorized magistrate judges, 1 part-time magistrate judge, and Clerk's Office staff.

Introduction

This position is located in the Clerk's Office in the Minneapolis Courthouse of the U.S. District Court for the District of Minnesota. The incumbent acts as the District's Court Reporter Coordinator, coordinates court events and ceremonies, and administers the

court's emergency preparedness plans. Some travel may be required between divisional offices.

Representative Duties

Court Reporter Coordination:

Administer, monitor, and implement the Court's Court Reporter Management Plan; recommend changes to the Plan as appropriate.

Calendar court reporting services on a daily basis and make adjustments in scheduling and assignments as circumstances require. Assign and distribute reporting tasks and balance the workload of reporters.

Ensure official court reporters and contract reporters adhere to Judicial Conference requirements. Monitor timely preparation of transcripts.

Arrange for contract court reporter services when required.

Oversee the transcription of electronic sound recordings into transcripts.

Act as liaison between parties and court reporters in connection with transcript orders, delivery, billing format, and rates to ensure compliance with Judicial Conference requirements.

Audit official court reporter invoices to determine compliance with the fee schedule.

Oversee the disposal and archiving of electronic sound recordings and court reporter notes.

Prepare statistical summaries, reports, and data for in-district use regarding court reporting activity.

Public Event Coordination and Emergency Preparedness Administration:

Coordinate court public outreach events, conferences, and other judicial ceremonies, including activities such as site planning, logistics, printing, and ordering refreshments, as applicable.

Answer inquiries and provide assistance to the public and the media, as authorized, maintaining the confidentiality of sensitive matters.

Create, update, and disseminate materials related to the Court's Continuity of Operations Plan and Occupant Emergency Preparedness Plan.

Other duties as assigned

Qualifications

Minimum Qualifications

At least two years of specialized experience. Specialized experience is progressively responsible administrative experience that is in, or closely related to, the work of an

Administrative Support Specialist. Ability to work independently and guide and organize the work of others. Knowledge of legal terminology. Skill in records management. Ability to communicate effectively, both orally and in writing, to individuals and groups, both within and outside the court unit. Proficient in the use of word processing and spreadsheet applications, financial systems, and related databases and applications.

Preferred Qualifications

Five or more years of specialized experience in a court or other legal field preferred. Bachelor's degree preferred.

Conditions of Employment

The United States District Court requires employees to adhere to a Code of Ethics and Conduct Policy. Applicants must be U.S. citizens or a permanent resident seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. A background check is required. Use of Electronic Fund Transfer (EFT) for payroll deposit is required.

All final candidates are subject to FBI Fingerprints and background investigation, including criminal history.

Benefits

Employees of the U.S. District Court are not classified under Civil Service, but are entitled to similar benefits. These benefits include paid vacation and sick leave, health insurance, life insurance, flexible spending accounts, retirement benefits, and a tax-deferred savings plan (similar to a 401K plan) with employers matching contributions.

Application Process

Qualified candidates should email resume **with cover letter** to:

hr-usdc@mnd.uscourts.gov

Please enter "Application for Administrative Support Specialist Position" in the email Subject line.

All documents should be combined and emailed as one PDF attachment.

All application materials received will be reviewed to identify the best qualified candidates. **Only applicants selected to proceed to the next phase of the selection process will be notified.** The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice. If a subsequent vacancy of the same position becomes available within a reasonable time from the original announcement, the Clerk of Court may select a candidate from the qualified applicants.

The Court is an Equal Opportunity Employer