



**UNITED STATES  
DISTRICT COURT  
DISTRICT OF MINNESOTA**

Human Resources Office  
O: (612) 664-5440  
[HR-USDC@mnd.uscourts.gov](mailto:HR-USDC@mnd.uscourts.gov)

**Warren E. Burger Federal  
Building and U.S. Courthouse**  
316 North Robert Street  
Room 100  
St. Paul, MN 55101

**Diana E. Murphy  
U.S. Courthouse**  
300 South Fourth Street  
Room 202  
Minneapolis, MN 55415

**Gerald W. Heaney Federal  
Building and U.S. Courthouse  
and Customhouse**  
515 West First Street  
Duluth, MN 55802

**Edward J. Devitt U.S.  
Courthouse and Federal  
Building**  
118 South Mill Street  
Fergus Falls, MN 56537

**NOTICE OF JOB OPPORTUNITY  
Vacancy Announcement #: 2021-11**

**ANNOUNCEMENT DATE:** July 2, 2021

**CLOSING DATE:** Open Until Filled; preference given to applications submitted by July 25, 2021, 4:30 p.m. Central Time

**POSITION:** Administrative Support II, Full-time

**STARTING LEVEL/SALARY:** CL 25 (\$45,958 - \$74,680/annually)

**AREA OF CONSIDERATION:** Internal and External

**LOCATION:** Minneapolis, MN

**POSITION OVERVIEW**

The U.S. District Court for the District of Minnesota is seeking an Administrative Support II, in Minneapolis, Minnesota. This position will provide a variety of community engagement, administrative, and technical assistance to the Public Information Officer and Clerk's Office Administration. We are seeking an individual who thrives on variety and manages competing tasks with little supervision. Duties include assisting with naturalization ceremonies, assisting with court events and community outreach functions, engaging with the public, including students and educators at the court's brand-new Justice & Democracy Centers, scheduling interpreters and court reporters, coordinating judicial externs, processing invoices, maintaining data and statistics, running reports, and responding to requests for information.

**REPRESENTATIVE DUTIES**

Public Information Office duties

- Provide support for naturalization ceremonies, both planning and day-of execution.
- Assist with coordinating conferences, meetings, and court ceremonies. Assist supervisor with preparation of events and at events.
- Assist in community outreach and educational events, such as student fieldtrips, visits to the court's Justice & Democracy Centers, Open Doors to the Federal Courts summer program, and other engagement work as directed.
- Assist with maintaining and updating the court's SharePoint page, social media page, and Justice & Democracy Center website.



- Draft and proofread materials as directed by the supervisor or other court unit executive, including news releases, memos, reports, form letters, and documents. Maintain correspondence control records.
- Disseminate communications to appropriate managers, executives and peers and follow up on action items to ensure a comprehensive and coordinated response, where required.
- Maintain office reference materials, such as administrative manuals, bulletins, etc.
- Maintain positive working relationships with the US Marshals, General Services Administration, and the U.S. Citizenship & Immigration Services Office on behalf of the court.

#### Court Reporter and Court Interpreter Administration duties

- Execute and maintain court interpreter contracts for District Court. Keep an up-to-date roster of interpreters; respond to inquiries regarding policies and procedures from chambers staff. Receive, review, and process interpreters' invoices.
- Maintain, update, and file reports related to court reporters. Run court reporter reports for the local court and Administrative Office. Assist with court reporter scheduling in supervisor's absence.

#### Financial Support duties

- Develop and maintain logs, tracking forms, spreadsheets, and databases for the purpose of tracking statistics and data; prepare statistical tables and reports at the request of the supervisor and unit executives. Gather data for management studies to improve workflow, operating methods and to simplify processing procedures; write reports and make recommendations based on the findings of the studies. Generate standard reports from databases and computerized systems.
- Perform financial duties such as obligating funds and processing accounts payable transactions. Assist with balancing and reconciling financial records. Assist staff with automated financial tracking systems.
- Assist Procurement team with year-end activities such as processing payments, assisting with movers and shredding services.

#### Other Administrative duties

- Assist with Facilities Access Card (FAC) issuance and certifications when needed and requested by Human Resources Department. Back up for Human Resources when they require assistance with fingerprinting for employees, volunteers, and contractors.
- Coordinate the extern onboarding process between various departments, i.e. Human Resources, Information Services, chambers and Operations. Ensure all required paperwork is received and completed in a timely manner.
- Serve as a back-up to the Executive Assistant in assignment of parking spaces.
- Assist and support various departments where needed.
- Comply with guidelines, procedures, and policies established by the Administrative Office and the court unit. Give advice and explain requirements of the Guide to Judiciary Policy as they relate to proper disbursement.



## **POSITION REQUIREMENTS AND QUALIFICATIONS**

### **MINIMUM QUALIFICATIONS**

- High school graduation or equivalent.
- Two years general experience (progressively responsible clerical, office, or community engagement work that indicates ability to perform this position's duties).
- One year of specialized experience (progressively responsible clerical, administrative and/or community engagement experience that is related to the work performed in this position).

### **PREFERRED QUALIFICATIONS**

- Ability to engage positively with the public, including students.
- Ability to follow detailed instructions and multitask.
- Skill in organizing own work and managing competing deadlines.
- Skill in spelling, grammar, and proofreading.
- Skill in administrative matters such as file maintenance, record-keeping, reporting, and preparation of presentation material.
- Skill in assisting with planning, organizing, and handling logistical arrangements for meetings, and events.
- Ability to learn and apply policies, procedures, practices, and guidelines related to office administration.
- Ability to consistently demonstrate sound ethics and good judgment.
- Ability to work with confidential and sensitive information.
- Skill and accuracy in data entry and performing numerical calculations.
- Ability to communicate effectively (orally and in writing) to individuals and groups to provide information.
- Ability to interact effectively and appropriately with the public, providing customer service and resolving difficulties while complying with regulations, rules, and procedures.
- Ability to interact tactfully with a wide variety of people.
- Knowledge of software and keyboarding for word processing, data entry, email, computers, and report generation.
- Skill in using standard office equipment (telephones, copiers, fax machines, scanners, etc.).
- Self-starter, good tact and judgment, discretion, and professional demeanor.
- Experience in a fast-paced and demanding environment dealing with diverse work assignments.

### **ENVIRONMENTAL DEMANDS**

- Work is performed primarily in an office setting and may occur at off-site meeting locations.
- Ability to telework is required.
- Some travel will be required.
- Some lifting may be required to handle and set up equipment in the off-site meeting locations.
- Occasional work outside of normal working hours and on weekends will be necessary.



## **APPLICATION INFORMATION**

Qualified candidates must send the following information in PDF format to [HR-USDC@mnd.uscourts.gov](mailto:HR-USDC@mnd.uscourts.gov) with the subject line "2021-11 Administrative Support II":

- Application for employment;
- Cover letter;
- Resume; and
- Names and contact information for three (3) professional references.

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, and to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without prior written notice. All application materials received will be reviewed to identify the best qualified candidates.

## **CONDITIONS OF EMPLOYMENT**

Applicants must be U.S. citizens or permanent residents seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Judiciary employees serve under excepted appointments and are considered "at-will" and may be terminated with or without cause or notice by the court.

The United States District Court requires employees to adhere to a [Code of Conduct Policy](#). This position is also subject to mandatory Electronic Fund Transfer (EFT) for payroll deposit.

The final candidate is subject to FBI Fingerprinting and a background investigation, including criminal history. Employment is provisional and contingent upon a successful background check.

## **BENEFITS**

- The opportunity to serve in a rewarding public service position.
- Accrual of paid vacation and sick leave.
- 11 paid federal holidays.
- Extensive health, life, dental, vision, and long-term care insurance plans.
- A defined benefit pension plan.
- Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plans through the Thrift Savings Plan (TSP) with employer matching contributions.
- Pre-tax transportation, medical, and childcare reimbursement accounts.
- Transit Subsidy Program.
- On-site fitness center.

Employees of the U.S. District Court are not classified under Civil Service.

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