

UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF NEW YORK
<http://www.nywb.uscourts.gov>
POSITION VACANCY 16-01

POSITION: Administrative Support II - Full-Time
LOCATION: Buffalo, New York
OPENING DATE: IMMEDIATELY
CLOSING DATE: February 29, 2016
SALARY: CL 25 [\$40,185 to \$65,312 per annum]
Starting salary commensurate with experience and education

Position Overview

The U.S. Bankruptcy Court for the Western District of New York is accepting applications for an Administrative Support II position. The position is based in the Buffalo, NY office, with occasional travel to the Court's Rochester, NY divisional office. The ideal candidate must possess a variety of administrative skills to perform in a multi-tasking environment, providing a variety of administrative support services such as finance, procurement, property and facilities management, clerical, and human resources. This position will report to the Chief Deputy Clerk.

The successful candidate must be a self-starter as well as detail oriented. Candidate must also be highly organized and tactful, possess good judgment, poise and initiative, and maintain a professional appearance and demeanor at all times. Candidate must have strong prioritizing and problem solving skills, solid communication skills (written and oral) and be able to communicate effectively with persons within the Court as well as with persons outside the Court. A demonstrated ability to work harmoniously with others in a team environment and to exhibit a professional manner at all times is essential.

Financial/Procurement Duties

- Reconcile and prepare deposit of funds for receipts collected from both Court offices.
- Reconcile collections and secure funds at the close of business each day.
- Assist with the procurement of supplies, equipment, services and furnishings in accordance with Guide to Judiciary Policy, including planning and coordinating the delivery of purchases.
- Assist with the research and identification of sources of supply for goods and services that will meet the needs of the Court; draft specifications and requests for quotations/proposals; assist in obtaining and evaluating quotes and proposals from vendors.
- Work collaboratively with Judges and staff to ensure full understanding of the requesters' need for products or services, and that the proposed purchase is allowable under Judiciary procurement limitations, restrictions and policies, as well as determining availability of funds prior to purchase.
- Assist with monitoring of contracts and ensures compliance with contracted obligations.
- Assist with preparation and maintenance of procurement records and reports.
- Renew annual license agreements for remote Court locations.
- Use accounting and purchasing software and systems to record, store and track information.
- Check deliveries and review invoices against purchasing information, and prepare payment requests.
- Oversee maintenance of consumables supplies, research and prepare supply requests.
- Oversee local Court Transit Subsidy Program.
- Perform other administrative duties to ensure adequate separation of duties in the various financial areas and to provide depth and back-up where needed.

Property Management/Facilities Duties

- Assist Property Officers with the maintenance of inventory records and with the disposal of property.
- Coordinate general office activities, including arranging for equipment and furniture repair, and act as liaison between Court and building management reporting matters regarding the office's physical needs (such as heating, cooling, lighting and cleaning).
- Ensure safety of Court offices by serving as a member of the Health and Safety Committee.

General Office Duties

- Perform duties associated with training, such as serving as a training coordinator for scheduling and delivery of training programs.
- Assist with coordinating conferences and meetings. Assist in the preparation of agendas; acting as secretary for meetings, preparing materials, taking and distributing minutes of proceedings.
- 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.
- Participate in special projects related to administrative service functions.

Human Resources Duties

- Serve as human resources assistant or liaison, tracking staff time and attendance, processing paperwork and answering questions related to benefits, leave, and pay; processing personnel-related forms and paperwork, and similar activities.
- Assist with the administration of human resources programs by providing guidance and ensuring related paperwork is completed to include payroll and benefits administration, classification and compensation, performance management and recruitment and selection.

Qualifications

To qualify, eligible candidates must have graduated from high school or possess an equivalent G.E.D. or other recognized certificate. Additionally, candidates must have two years of general experience and two years of specialized experience.

General Experience: 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 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 and involves the routine use of automated software and keyboarding for word processing, data entry and report generation.

Benefits

Eligible employees may elect health, life, dental, vision, disability, and long-term care options; participate in a defined benefit retirement plan; elect matching, tax-deferred and/or Roth Thrift Savings Plan options; elect flexible medical, dependent care and commuter benefits; participate in a transit subsidy program; and enjoy paid holidays and leave.

How to Apply

Applicants must submit a detailed résumé, AO78 Application for Judicial Branch Federal Employment (available at www.uscourts.gov), along with a cover letter to:

U.S. Bankruptcy Court, 250 Olympic Towers
Attention: Vacancy 16-01
300 Pearl Street
Buffalo, New York 14202

The United States Bankruptcy Court requires employees to adhere to a Code of Conduct which is available upon request. Only well-qualified applicants will be considered for this position. Only those applicants selected for an interview will be contacted and only applicants invited for a personal interview will be advised of the outcome of the selection process. Veterans' preference is not a factor used in Judicial Branch appointments. Applicants selected for interviews must travel at their own expense and relocation expenses will not be paid. Applicants selected for interviews may be required to provide copies of educational degrees, certifications, references and salary history. Applicants must be U.S. Citizens or eligible to work in the United States.

As a condition of employment, the candidate selected for this position will be subject to a background check. Additionally, this position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees. All employees of the U.S. Bankruptcy Court are EXCEPTED SERVICE appointments. Excepted service appointments are “at will,” and as such, can be terminated with or without cause by the Court. The selected applicant must satisfactorily complete a one year probationary period. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position sooner than the closing date, or to leave the position unfilled, any of which actions may occur without any prior written notice.

The U.S. Bankruptcy Court for the Western District of New York is an Equal Opportunity Employer.