



United States Probation Office District of Nevada

VACANCY ANNOUNCEMENT

Administrative Specialist

Las Vegas, Nevada

ANNOUNCEMENT:	2018-006
NUMBER OF OPENINGS:	1
TYPE:	Regular, Full-Time
SALARY RANGE:	CL 26 (\$44,994-73,162)* CL 27 (\$49,427-80,390)* <i>*Commensurate with experience</i>
	Potential promotional opportunity (based on performance and increased level of responsibility) to CL 27 without further competition.
OPENING DATE:	August 10, 2018
CLOSING DATE:	August 29, 2018 or until filled <i>Applications reviewed on a rolling basis.</i>

SUMMARY

The U.S. Probation Office, District of Nevada (Las Vegas), is currently accepting applications for an experienced Administrative Specialist. Under the direction and guidance of the Human Resources Administrator, the Administrative Specialist will provide a hybrid of administrative support to human resources, procurement, building management, and space and facilities functions. Position serves to ensure the smooth and efficient functioning of office services, and participate in special projects related to administrative service functions. Position also assists in maintaining the court unit's PACTS database, data extractions and reporting.

OVERVIEW

Responsibilities of this position include, but are not limited to the following:

Human Resources Administration

Assist in processing a variety of human resources and payroll actions. Assist with new hire orientations, benefits enrollments, exit interviews, etc. Maintain human resources files and records (e.g., personnel files, leave records, timesheets, etc.). Prepare and post job announcements, schedule interviews, and administering employment tests. Assist in the coordination of employee recognition programs and other human resources activities (e.g., open enrollment, blood drives, combined Federal campaign, social functions, etc.). Assist with maintaining training database. Respond to inquiries from staff and management regarding policies, procedures, pay, leave and benefits.

Finance and Procurement

Receive, review and process travel vouchers and travel authorizations from staff. Ensure accuracy of allowable expenses, calculations and account code classifications. Communicate with staff and respond to questions, problems or insufficiencies with voucher submissions and status of voucher payments. Receive purchased goods and check deliveries against packing slips. Check deliveries and invoices against purchase orders. Enter and update purchase order and inventory information into automated database(s). Maintain office supplies, materials and consumables. Research price quotes and prepare purchase orders for approval. Assist in the monitoring of contracts and service agreements, and ensure terms are met.

Data Analysis

Run and distribute routine, ad hoc and custom PACTS, DSS, and other reports for managers and the court. Test new events and provide timely updates and revised processes to all staff. Develop and maintain logs, tracking forms, spreadsheets and databases for the purpose of tracking data and statistics; and prepare statistical tables and reports at requests of management.

Space and Facilities

Report matters regarding the office's physical needs (e.g., heating, cooling, lighting and cleaning). Assist in the coordination of renovation projects and coordinate office moves. Act as Disposal Officer for the Office, responsible for the disposal of furniture, equipment and other materials in accordance to Judiciary policy and guidelines, and other internal controls.

Other

Assist in updating and maintaining manuals and reference materials (e.g., personnel, internal controls and operations). Proofread and edit materials prepared by others, for the CUE's signature, for accuracy, grammar and spelling. Assist in updating and maintaining the court unit's website, and contribute content and design assistance. Provide administrative support to the CUE, and perform other duties as assigned.

QUALIFICATIONS

Applicants must be a U.S. Citizen or eligible to work in the United States. High school graduation. Completion of a bachelor's degree from an accredited college or university in a field of business administration, finance, accounting or human resources is strongly preferred. Prior experience establishing and implementing best practices as they relate to government processes is a plus. Position requires one year of specialized experience equivalent to work at a CL-25 in or directly related to the responsibilities of this position. Prior demonstrated hands-on experience is required. Education may not be substituted for specialized experience.

Specialized experience is defined as progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, procedures and practices of human resources administration, financial administration and/or accounting, and routine use of automated HR, financial and accounting systems and other computer based systems and applications (word processing, spreadsheets or database applications).

OTHER REQUIREMENTS

Ability to perform administrative functions related to human resources, budgeting/finance, contracting/procurement, and data analysis. Ability to analyze problems and develop solutions using analytical methods to improve programs and processes. Ability to interact collaboratively with others exercising judgment and discretion in order to provide consultation and liaison services. Willingness to consider new ideas and/or divergent points of view. Excellent oral and written communication skills. Ability to multi-task and function in a fast paced environment. Ability to successfully complete a Public Trust background investigation.

TO APPLY

We encourage interested and qualified applicants to submit the following documents as part of the application process:

- 1) Cover letter (*used as writing sample*)
- 2) Resume
- 3) Form AO-78 (*Federal Judicial Branch Application for Employment*)

ALL requested material is REQUIRED as part of the application process.

Submit applications electronically, as a SINGLE .pdf file to:

careers@nvp.uscourts.gov

You will receive an automated reply as confirmation of upon receipt of your application. **Only applicants invited for an in-person interview will be contacted by Human Resources.** The U.S. Probation Office is not authorized to reimburse travel expenses for interviews.

To learn more about the
U.S. Probation Office, District of Nevada
visit us online at

<https://www.nvp.uscourts.gov/employment>

The United States Courts is an equal opportunity employer.

The U. S. Probation Office reserves the right to modify the conditions of this job announcement, withdraw the job announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice. The Chief U.S. Probation Officer also may elect to select a candidate(s) from a recent and prior qualified applicant pool.