

**UNITED STATES JUDICIAL PANEL
on
MULTIDISTRICT LITIGATION**

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United States Court of Appeals
Third Circuit

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United States District Court
Northern District of California

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United States District Court
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**VACANCY ANNOUNCEMENT
JPML 12-03**

Position Title: Administrative Specialist
Position Information: Full-time, Permanent
Opening Date: November 26, 2012
Closing Date: December 7, 2012 (*Applications **must be received** in office by 4:00 PM on closing date*)
Duty Location: Washington, DC
Salary Range: CL-26 / CL-27 (\$45,468 – \$81,204)*
*(*Commensurate with qualifications, salary history, and experience)*

Job Summary

This position is located in the Clerk's Office of the U.S. Judicial Panel on Multidistrict Litigation (Panel). The Panel was created by Congress in 1968. The statute (28 U.S.C. § 1407) provides that the Panel shall consist of seven Article III judges appointed by the Chief Justice, each of whom must reside in a different Circuit. The statute gives the Panel the authority to "centralize" related actions pending in different districts by ordering the transfer of all such actions into a single district for pretrial management.

The incumbent serves as coordinator of administrative, technical, and professional work related to multiple administrative functions such as the following: procurement, property management, space & facilities, travel, timekeeping/leave tracking, personnel, budget administration, as well as backup to the Administrative Officer. Incumbent has advanced knowledge of procurement and human resources policies, guidelines and approved internal controls. The Administrative Specialist reports to the Chief Deputy Clerk.

Representative Duties

The Administrative Specialist's duties include, but are not limited to, the following:

- I. Procurement and Administrative –
- Procure supplies, equipment, miscellaneous services and furnishings from government and non-government sources through new contracts, competitive bids or existing government contracts. Plan and coordinate time and delivery of purchases. Contract for maintenance and repair of equipment and furniture.
 - Ensure adherence to the Guide to Judiciary Policies and Procedures and Judiciary Procurement Program on procurement practices. Adhere to the Panel's internal controls procedures.
 - Coordinate necessary repairs to space and facilities with property manager.
 - Update and maintain the inventory listing of property and conduct inventory reconciliations. Review, evaluate, verify, and process invoices and prepare payment requests.
 - Maintain current accounting records of each functional allotment including copy of purchase order, price quotes and invoices and reconcile accounts. Ensure that accounts have funds available for items being purchased. Process miscellaneous invoices for payments to vendors and contractors.

- Reconcile the monthly credit card statements and prepares reports and financial statements for submission to the Accounting and Financial Services Division (AFSD) of the Administrative Office (AO) when authorized by the Clerk of the Panel.
 - Maintain roster of current transferee judges. Email invitations and follow-up correspondence to more than 250 judges for the annual Transferee Judges' Conference; coordinate hotel registration and reservations; provide handouts and supplies for the conference.
 - Prepare travel authorization and travel vouchers; advise staff of travel regulations and ensure they are met.
 - Maintain and manage the Panel's mass transit and telework programs.
- II. Human Resources and Budget Administration – Incumbent provides backup in all areas of human resources and budget administration which may include the following:
- Participate in the full range of human resource management services ensuring compliance with the appropriate judiciary guidelines, policies and procedures, and approved internal controls for the Panel.
 - Assist in duties related to benefits administration, personnel action processing, and records maintenance.
 - Maintain local personnel files and tracking system for employees' performance evaluations and step increases.
 - Participate in management meetings on budget preparation which include cost projections and spending plans for the Panel.
 - Enter budget-related personnel data into the Personnel Projection System and reconciles salary compensation.
 - Provide administrative support for the Panel and participate in special projects related to administrative service functions.

Qualifications

- High school graduate or equivalent. (A bachelor's degree is preferred).
- Two years of *general* experience. *General* experience is defined as 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.
- Two years of *specialized* experience, including at least one year equivalent to work at CL-25. *Specialized* experience is defined as 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. Ability to apply a body of rules, regulations, directives, or laws.
- Skill in the use of automated equipment including word processing, spreadsheet, database applications and software. Proficiency with Windows-based applications, including Word Perfect, Word, and Adobe PDF. Excellent computer skills are essential.
- Exceptional time management and organizational skills and ability to handle multiple tasks simultaneously. Self-directed and ability to communicate effectively, both orally and in writing, in a professional manner. Strong attention to detail and proficiency in document preparation, file maintenance, and record-keeping.

Benefits

Benefits include retirement, health insurance, dental and vision insurance, life insurance, long term care insurance, flexible spending account, transit subsidy program, paid federal holidays, annual and sick leave, on-site fitness center, and on-site credit union.

General Information

- Applicants must be United States citizens or authorized to work in the United States.
- Employees of the Panel fall within the Judicial Branch of the U.S. Government, serve under excepted appointments, and are considered *at will*.
- Positions are classified on the Court Personnel System (CPS) and employees receive prescribed salary progression through a classification level based on acceptable performance.
- Employees of the Panel are required to adhere to the Judicial Code of Conduct.

- Panel employees are required to use Electronic Funds Transfer (EFT) for payroll deposits.

How to Apply

Qualified applicants must submit the following in order to be considered:

- (1) Cover letter (including position title and announcement number) outlining qualifications and specific experience and skills as they relate to the duties and qualifications of the position;
- (2) a resume (a resume without the cover letter addressing the qualifications will not be considered); and
- (3) a completed *Federal Judicial Branch Application for Employment* (Form AO 078 (non fillable online)) which can be downloaded from the Judiciary's website at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>. **No e-mailed applications and/or faxes will be acknowledged.** Hard copy application materials must be mailed or hand-delivered to:

Judicial Panel on Multidistrict Litigation
Re: *Administrative Specialist*
Thurgood Marshall Federal Judiciary Building
One Columbus Circle, NE
Room G-255, North Lobby
Washington, DC 20002

Additional Information

- The Panel provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Panel. The decision to grant reasonable accommodation will be granted on a case-by-case basis.
- Once your application is received, an evaluation will be considered on all applicants' qualifications. The most highly qualified candidates will be referred to the selecting official for further consideration and possible interview.
- Only those applicants selected for an interview will be contacted.
- Due to the volume of applications usually received, receipt of individual applications will not be acknowledged. (***No telephone calls please***). Faxes will not be acknowledged. Submitted application materials will not be returned.
- Applicants selected for interviews must travel at their own expense. Relocation expenses are not authorized and will not be reimbursed.
- The successful candidate will serve a one-year probationary period.
- The Panel reserves the right to modify the conditions of this announcement, to withdraw the announcement, or to fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without any prior written or other type of notice.

The United States Judicial Panel on Multidistrict Litigation is an Equal Opportunity Employer