

**UNITED STATES COURT OF INTERNATIONAL TRADE**  
**Office of the Clerk**  
**One Federal Plaza**  
**New York, NY 10278-0001**

**VACANCY ANNOUNCEMENT**

Position:                   **ADMINISTRATIVE SPECIALIST**

Opening Date:           **October 1, 2004**

Closing Date:           **October 12, 2004**

Salary Range:           **CL-27 (\$42,114 - \$68,453)**

Location:               **New York City**

POSITION SUMMARY:

The position of Administrative Specialist is located in the Clerk's Office of the United States Court of International Trade. The Administrative Specialist reports to the Clerk. The incumbent performs administrative support, makes recommendations and assists with the development, analysis and evaluation to improve the effectiveness of work methods and procedures, organization, programs, facilities, and general management. The incumbent also provides advice, assistance and research in connection with various special projects and assignments.

REPRESENTATIVE DUTIES:

Performs administrative support services in collecting, analyzing, assembling, summarizing information and data, recommending and implementing policy regarding the administrative operations of the Clerk's Office.

Assists the Clerk in the preparation of various procedures that affect the operation of the Clerk's Office.

Provides administrative support and clerical assistance to the Chief Deputy Clerk.

Provides administrative support and assistance in connection with the planning, preparation and coordination of various on-going special projects, such as the Court's Judicial Conference, law clerk orientation and the Court's automated case filing system, CM/ECF. Assists with the preparation of Special Sessions and Ceremonies of the Court.

Provides statistical analysis and prepares summaries, reports, and data for Clerk's Office use, as well as for the judges and agencies.

Consults and works with the Clerk's Office units (Fiscal and Property Management, Human Resources, Library, Case Management and Technology Development and Support Services) to improve administrative and operations functions by assisting with the maintenance and revision of standardized policies and procedures. Maintains a master set of Clerk's Office Policies and Procedures.

Gathers and analyzes data for management studies to improve work flow, operating methods and to simplify processing procedures; writes reports and makes recommendations based on the findings and studies.

Provides administrative support and clerical assistance to various sections within the Clerk's Office in connection with special or major projects and in emergency situations.

Administers the Court's CPR and AED programs.

Performs an array of other duties as assigned.

#### QUALIFICATIONS:

For appointment at the CL-27 level, two years of specialized experience, including at least one year equivalent to work at the CL-25 level.

Applicants should have the following: excellent communication (oral and written) skills; critical thinking skills, including the ability to analyze and synthesize information and assess the practical implications of alternate solutions; organizational skills; a good understanding of the methods and administrative machinery for accomplishing the work of an organization; and, the capacity to employ the knowledge, skills and abilities in the resolution of problems.

Applicants should have progressively responsible experience that has provided the opportunity to acquire and the need to apply an extensive body of practical and theoretical knowledge of the principles, functions and processes of management.

Applicants must have a high school diploma or the equivalent of high school graduation. A college degree is preferred. Experience with various software applications, e.g., WordPerfect and Excel is necessary. A knowledge of other computer-based applications, e.g., FrontPage and PowerPoint is a plus.

### SALARY AND BENEFITS:

The actual pay level will be established on the basis of the successful applicant's qualifications and experience. The position does not carry the tenure rights of positions in the competitive Civil Service. Other federal government benefits (e.g., leave, holidays, life and health insurance, and retirement benefits) are applicable. The position also is subject to mandatory Electronic Funds Transfer participation of net pay.

### MISCELLANEOUS:

1. The successful candidate for the position is subject to the FBI National Name Check Program records check.
2. The official working hours for the Clerk's Office are from 8:30 a.m. to 5:00 p.m. Modified flextime may be available.
3. The successful candidate will be required to participate in the Court's Training and Education Program.
4. The United States Court of International Trade is an Equal Opportunity Employer and has adopted an Employment Dispute Resolution Plan.

### APPLICATION PROCEDURE:

In a cover letter accompanying a detailed resume, please specify how you satisfy the qualifications listed above. Any resume submitted without the required cover letter addressing those qualifications will not be considered. Applications should be directed by mail: Mary Jane Mulvehill, Human Resources Manager, One Federal Plaza, New York, NY 10278-0001, fax: (212) 264-0441, or e-mail: [MaryJane\\_Mulvehill@CIT.USCOURTS.GOV](mailto:MaryJane_Mulvehill@CIT.USCOURTS.GOV), telephone (212) 264-1799.