



United States Court of International Trade

One Federal Plaza
New York, NY 10278-0001
www.cit.uscourts.gov

Job Announcement Number: 26-08
Opening Date: June 24, 2026

VACANCY ANNOUNCEMENT

JOB TITLE: Administrative Services Specialist (Full-Time, Permanent)

SALARY RANGE: \$58,169 - \$94,588 (CL 25)
Depending on qualifications and experience.

CLOSING DATE: Open Until Filled
Applications received by July 15, 2026 will receive priority consideration.

POSITION OVERVIEW

The United States Court of International Trade is seeking qualified applicants for the position of Administrative Services Specialist. The Administrative Services Specialist performs a variety of administrative functions in the areas of property management, administration of space and facilities, and procurement in accordance with approved policies, procedures and internal controls.

The duties of this position require consistent onsite presence. Telework is not part of the routine schedule and is granted only in pre-approved exceptional circumstances.

DUTIES AND RESPONSIBILITIES

Responsibilities include but are not limited to the following:

- Monitor, coordinate, and react to day-to-day facilities management issues involving building systems (heating, cooling, lighting, and cleaning). Liaison with the General Services Administration (GSA) regarding related services.
- Respond to space and facilities help desk calls and emails. Resolve problems or interact with the GSA Building Manager or other appropriate individuals. Keep Administrative Supervisor informed as to service status. Escalate problems that are not resolved in a reasonable time period. Document status of issues and projects.
- Oversee the Court's Facility Access Card (FAC) System to include related record keeping and issuing of credentials. Ensure compliance with FAC guidelines and procedures. Issue Court ID cards for interns and access cards for contractors.
- Maintain project/equipment logs, spreadsheets, and databases for the purpose of tracking and documenting project work & cyclical maintenance. Responsible for updating written facilities policies and procedures under the direction of the Administrative Supervisor.
- Prepare correspondence, reports, form letters, and documents. Generate status reports from databases and computerized systems. Schedule appointments, arrange meetings, and maintain calendar of project status and activities.
- Perform inventory management, distribute consumable/non-consumable supplies, and recommend appropriate actions regarding the procurement of supplies.
- Assign inventory control numbers to all accountable property and equipment. Maintain the Master Personal Property Record (MPPR) of accountable property and equipment, conduct inventory reconciliations and sightings, and identify property for disposal.
- Coordinate within court moves of furniture, furnishings and equipment. Monitor and document internal transfers of all equipment and furnishings.
- Prepare for special events, meetings, and other occasions. Arrange for cleaning and/or special services. Ensure supplies are stocked in courtrooms and meeting spaces.
- Serve as the Custodial Officer in accordance with *The Guide to Judiciary Policy*.
- Receive supplies, furniture, and equipment upon delivery. Maintain related records.
- Process incoming payments and issue receipts. Deposit reconciled funds as needed.
- Process incoming and outgoing mail and deliveries.
- Assist with parking requests.
- Perform minor installations (i.e. hanging pictures, clocks) and movement of portable furniture and equipment.

- Update signage as required.
- Serve as a fire life-safety floor warden and backup coordinator of the Court's AED program.
- Perform other duties as assigned.

QUALIFICATIONS

Applicants must be a high school graduate or equivalent and have two years of general work experience and one year of specialized work experience. General experience is 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. Education above the high school level may be substituted for required general experience. Specialized experience includes 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 perform the position's duties successfully and involves the routine use of automated software and keyboarding for word processing, data entry and report generation.

The successful candidate should possess excellent customer service, interpersonal, organizational and problem-solving skills; be detail-oriented; skilled in the use of automated equipment, including word processing, data entry, spreadsheet and project management applications; ability to communicate effectively, both orally and in writing, and move and lift heavy items (up to 50 pounds) are required. College degree preferred.

BENEFITS

The Judiciary offers a comprehensive benefits package. Benefits include, in part, paid vacation and sick leave, paid holidays, life insurance, health benefits, retirement benefits such as a defined benefit pension plan (Federal Employees' Retirement System) and a defined contribution plan with employer match (Thrift Savings Plan). For more information about benefits offered to most federal employees, [click here](#) or go to: <https://www.uscourts.gov/careers/benefits>. In addition, the Court offers an employee recognition program, commuter benefit program, fitness center, professional development opportunities, and a flexible work schedule.

OTHER INFORMATION

- Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship.
- The selected candidate will be subject to an FBI fingerprint check as a condition of employment and may be subject to periodic updates.
- Federal court employees are appointed under the excepted service.
- Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for applicants to review on the [US Courts website](#).
- Employees are required to use Electronic Funds Transfer (EFT) for payroll direct deposit.
- The federal courts are Equal Employment Opportunity Employers.

HOW TO APPLY

- Consideration will only be given to those that apply through the Court's online application system by clicking [here](#) or at: <https://ww2.cit.uscourts.gov:8443/recruitment/>
- Upload a cover letter and resume detailing relevant experience and how qualifications for the position are met. Attachments must be in PDF format (unless otherwise specified) and not be password protected. Files are limited to a size of 5 MB.

Failure to submit a complete application will not be considered. Only applicants selected for an interview will be notified. All application information is subject to verification. The Court reserves the right to modify, withdraw, or fill the vacancy announcement at any time, any of which actions may occur without prior written or other notice.