



United States Court of International Trade

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

Job Announcement Number: 23-03
Opening Date: January 30, 2023

VACANCY ANNOUNCEMENT

JOB TITLE:	Administrative Services Clerk
SALARY RANGE:	\$48,349 - \$78,577 (CL 24) Starting salary dependent upon qualifications and experience.
CLOSING DATE:	Open Until Filled Applications received by February 10, 2023 will receive first consideration.

POSITION OVERVIEW

The position is located in the Administrative Services Section of the Clerk's Office. The Administrative Services Clerk provides administrative and technical support for mail processing, property management, administration of space and facilities and a variety of administrative functions in accordance with approved policies, procedures, and internal controls. The Administrative Services Clerk reports directly to the Administrative Supervisor.

DUTIES AND RESPONSIBILITIES

- Process incoming and outgoing mail and deliveries, sort and deliver to various departments and chambers, operate postage equipment, and adhere to the Court's policies and procedures related to mail processing.
- Assists with day-to-day facilities management issues involving building systems (heating, cooling, lighting, and cleaning). Liaise with the General Services Administration regarding office physical needs, such as heating, cooling, lighting, cleaning, and vendor visits.
- Respond to space and facilities help desk calls and emails. Resolve problems or interact with the General Services Administration (GSA) building manager or other appropriate individuals for problem resolution. Keep Administrative Supervisor informed as to service status. Escalate problems that are not resolved in a reasonable period to the next level. Include record keeping to track issues and status of projects.
- Assists with the Court's Facility Access Card (FAC) System and update and maintain hard copy and electronic records of issuance and control. Ensure compliance with FAC guidelines and procedures. Process the FAC for the issuance of credentials and identification for new employees. Issue Court ID cards for interns.
- Maintain project/equipment logs, tracking forms, spreadsheets, and databases for the purpose of tracking and documenting building project work & cyclical maintenance.
- Perform as receiving clerk for supplies, furniture, and equipment. Assist disposal officer with disposal of equipment and furniture. Maintain related records.
- Prepare correspondence, reports, form letters, and documents. Generate status reports from databases and computerized systems.
- Assists with inventory management and distribution of consumable/non-consumable supplies and recommend appropriate actions regarding the procurement of supplies.
- Process incoming payments received via mail and over the counter. Interact with public customers to receive payments and provide receipt.
- Assist the Custodial Officer by assigning inventory control numbers to all accountable property and equipment. Maintain the Master Personal Property Record (MPPR) listing of accountable property and equipment and conducts inventory reconciliations, sightings and identify property for disposal.
- Assist with Court moves of furniture, furnishings and equipment as required. Monitor and document internal transfers of all equipment and furnishings.
- Act as the assistant to the Custodial Officer for the Court in accordance with *The Guide to Judiciary Policy*.
- Assist with parking requests.
- Perform minor installations (i.e., hanging pictures, clocks) and minor movement of furniture and equipment.
- Other duties as assigned.

QUALIFICATIONS

To qualify for this position at the CL-24 level, the successful applicant must be a high school graduate or equivalent and possess two years of general experience and one year of specialized 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 position's duties. Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience. Specialized experience is progressively responsible clerical or administrative experience that provided the knowledge of the rules, regulations, procedures and practices of mail processing and delivery, facilities and inventory management.

The successful candidate must 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; ability to communicate effectively, both orally and in writing and move and lift heavy items (up to 50 pounds) is required.

BENEFITS

The Judiciary offers a comprehensive benefits package that includes, in part, paid holidays, paid vacation and sick leave, life insurance, health benefits, long-term care insurance, flexible benefit programs, Federal Employees Retirement System, and Thrift Savings Plan. For more information about the major benefits offered, [click here](https://www.uscourts.gov/careers/benefits) or go to: <https://www.uscourts.gov/careers/benefits>.

OTHER INFORMATION

- Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship.
- Applicants selected for interviews must travel at their own expense.
- The selectee is subject to a background check and/or investigation and subsequent favorable suitability determination.
- 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 U.S. Court of International Trade (USCIT) is an Equal Employment Opportunity Employer.

HOW TO APPLY

Submit an application package by email to: applications@cit.uscourts.gov. It must include the following:

1. a cover letter detailing relevant experience and how you satisfy the qualifications for the position;
2. a résumé; and
3. an [Application for Judicial Branch Federal Employment](#) (AO 78). The AO78 Form is available on the U.S. Courts website at www.uscourts.gov.

The required documents should be sent as a single PDF attachment. Include the title of the position and vacancy announcement number in the subject line of the email. Applications received by February 10, 2023 will receive first consideration.

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.