



United States Court of International Trade

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

Job Announcement Number: 21-04
Opening Date: August 4, 2021

VACANCY ANNOUNCEMENT

JOB TITLE: Space and Facilities Specialist (Full-Time, Permanent)

SALARY RANGE: \$59,750 - \$116,403 (CL 27 - CL 28)
Salary will commensurate with qualifications and experience.
Promotion potential to CL 28 may occur without further competition.

CLOSING DATE: Open Until Filled
To ensure first consideration, submit applications by August 27, 2021.

POSITION OVERVIEW

The United States Court of International Trade is seeking qualified applicants for the position of Space and Facilities Specialist. The position is located in the Administrative Services Section of the Clerk's Office. The Space and Facilities Specialist assists in the oversight of all space and facilities projects initiated by the court or the General Services Administration (GSA). Responsibility includes the planning design, technical review and financial management planning for all space and facility projects, and coordination of all building activities for the court. Additionally, the incumbent maintains a Contracting Officer certification and oversees and administers the professional, technical, and organizational work related to various procurement programs.

DUTIES AND RESPONSIBILITIES

- Assist with managing space and facilities projects, including creating project budgets, project schedules, and preparing project scope to guide specifications. Translate functional requirements into a space-needs plan and define the project's design objectives. Review construction drawings and specifications, analyze cost estimates, negotiate fees and costs, and resolve issues from preliminary design through construction. Prepare and present visual aids with finish and design options to assist customers with decision making.
- Help coordinate the efforts of various entities to ensure timeliness in the accomplishment of successive phases of the construction plan.
- Assist in the review of GSA contract specification documents and blueprints to ensure compliance with the *U.S. Court Design Guide*, and the court's preference. Document and report deviations or non-compliance issues. Participate in all project planning and design meetings.
- Perform cost evaluation and control at each step of the project to ensure the budget plan is adhered to and the project remains in compliance with stated objectives.
- Develop furniture layouts and assist in selection and procurement of furniture and furnishings. Prepare purchase orders and payment authorizations. Maintain basic knowledge of vendors and furniture and furnishing product offerings.
- Create move coordination plans which include detailed schedules and phasing plans, including the movement of electrical, data, telecommunications equipment and lines. Serve as move coordinator.
- Prepare Reimbursable Work Authorizations (RWA) and appropriate correspondence for new or renovated space and facilities and submit for approval. Verify RWA charges and authorize payment. Prepare purchase orders and payment authorizations in automated system.
- Coordinate routine and cyclical building maintenance, repairs, renovations and security system installations with the U.S. Marshal's Service, the General Services Administration, or others, as applicable. Maintain records of all cyclical maintenance.
- Reconcile and verify court space with GSA drawings and statements and attend all building tenant meetings, as required.
- Procure authorized supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts.
- Process incoming payments received via mail and over the counter. Interact with public customers to receive payments and provide receipt. Reconcile payments received by mail with the Mail Clerk.

- Facilitate the needs of the Administrative Services section by providing support for the issuance of Facility Access Cards, scheduling the use of Court Facilities, and providing support for periodic audits and internal control assessments.
- Perform other related duties, as assigned or required.

QUALIFICATIONS

A minimum of three years of specialized experience. Ability to review and analyze construction documents and cost estimates. Ability to negotiate with vendors. Ability to use tact and diplomacy in dealing effectively with judges, managers, staff, and external customers. Ability to research, interpret and implement federal guidelines, rules, regulations and policies related to purchasing. Excellent organizational skills and the ability to multi-task are required. Excellent written, oral and interpersonal skills required. Ability to use AutoCAD to produce design and construction documents preferred. Ability to lift 30 pounds is required. Ability to spend a significant portion of the business day moving around the facility. Walkthroughs of spaces under renovation is required. A bachelor's degree from an accredited college or university in a related field preferred. Familiarity with the U.S. Courts Design Guide and Federal General Services Administration Regulations preferred.

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 to most federal employees, [click here](#) or go to: <https://www.uscourts.gov/careers/benefits>. In addition, the Court offers public transportation subsidy (TransitChek), employee recognition program, and access to the fitness center.

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.
- The selectee to a high-sensitive position is subject to an updated background investigation every five years.
- 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

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

1. Cover letter detailing relevant experience and how you satisfy the qualifications for the position;
2. Résumé; and
3. [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 August 27, 2021 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.