



UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF INDIANA
SOUTH BEND DIVISION

Date: September 10, 2010

Announcement No. 2010-04

NOTICE OF VACANCY

Position Title: Administrative Assistant

Position Type: Full Time Permanent

Number of Vacancies: 1

Grade Range: CL 25 with Promotion Potential to CL 26

Salary Range: \$37,941 - \$47,448 depending on qualifications with earning potential to \$61,709

Closing Date: Open until filled, applications received up until Friday, September 24, 2010, will be given priority consideration.

Position Overview: The Administrative Assistant provides the full range of office management and administrative support functions, including records management, meeting scheduling and documentation, correspondence, travel, human resources and general office organization.

Representative duties include but are not limited to:

- Maintains and coordinates the unit executive's calendar. Arranges meetings or other events for the unit executive and professional staff.
- Prepares executive correspondence, legal documents, and other materials, from dictation, rough copy, or own notes, for the court unit executive's review and signature.
- Edits materials prepared by others for the court unit executive's signature for accuracy, proper grammar, and spelling.
- Receives, prioritizes, and routes all incoming administrative mail and case-related materials from within the court to appropriate individuals in the office. Answers routine inquiries and provides assistance to the public as required, maintaining the confidentiality of sensitive matters.
- Assists with coordinating conferences, meeting, and court ceremonies. Assists in the preparation of agendas.

- Acts as secretariat for judges meetings, management and staff meetings, and various conferences, attending to the needs of participants, preparing materials, keeping notes of proceedings, and writing and distributing minutes.
- Provides administrative support and clerical assistance to various sections within the Clerk's Office in connection with major projects and/or emergency situations.
- Arranges for the most economical travel and lodging arrangements for the unit executive and professional staff as directed.
- Establishes and maintains subject-matter files pertaining to the Clerk's Office. Updates files and recycles materials as necessary. Maintains office reference materials, such as administrative manuals and bulletins, and files updates or supplemental issuances.
- Monitors the progress of special projects in the court by tracking due dates and coordinating project assignments with other managers in the court.
- Serves as backup to the Human Resources Manager which may include some routine HR responsibilities.

Qualifications: Applicants must be a high school graduate or equivalent and must have two years of general experience and two years of specialized experience. Applicants must have excellent organizational skills, strong oral and written communication skills, initiative, discretion, and professional judgement. Must possess strong ability to coordinate and complete multiple projects, simultaneously, with attention to detail. Demonstrated ability to work independently, setting priorities in a dynamic environment with frequent interruptions and deadlines. Must possess excellent interpersonal skills and the ability to interact with a broad group of people, including judges, staff, attorneys, and the public.

General Experience: Progressively responsible general secretarial or administrative experience which provided a good knowledge of office clerical practices such as filing, telephone usage, and typing.

Specialized Experience: Progressively responsible administrative experience which involved responsibility as the principal office assistant to a senior supervisor.

Education: College or vocational education may be substituted for general experience.

Employee Benefits: The United States Bankruptcy Court is not included in the government's Civil Service classification system; however, the same benefits apply to court employees. These benefits include:

- 13 days paid vacation per year (first three years)
- 20 days paid vacation per year (after three years)
- 26 days paid vacation per year (after fifteen years)
- 13 days paid sick leave per year
- 10 paid holidays
- Medical coverage from a wide variety of plans
- Life insurance
- Long-term disability insurance

- Long-term care insurance
- Flexible Spending Program (e.g., pre-tax contributions for medical/dental/optical expenses)
- Federal Employees Retirement System (FERS)

Application Procedures: Send cover letter and resume to:

United States Bankruptcy Court
ATTENTION: Human Resources Manager
401 S. Michigan St.
South Bend, IN 46634-7003

Information for Applicants: The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position in more than one location described herein. The Court requires employees to adhere to a Code of Conduct which is available to applicants for review upon request.

THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER

***EMPLOYEES WILL BE HIRED PROVISIONALLY PENDING THE
RESULTS OF A COMPLETE BACKGROUND INVESTIGATION***

***THE UNITED STATES BANKRUPTCY COURT IS AN
EQUAL OPPORTUNITY EMPLOYER***