

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF OKLAHOMA
VACANCY ANNOUNCEMENT –ADMINISTRATIVE SERVICES TECHNICIAN # FY 21-14

BASIC INFORMATION

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| Position Title: | Administrative Services Technician |
| Employment Type: | Full time, Permanent |
| Location: | Tulsa, OK |
| Position Grade: | CL 24/01-CL 24/61 |
| Salary Range: | \$38,694 - \$62,904 (depending on qualifications and experience) |
| Opening Date: | September 17 th , 2021 |
| Closing Date: | October 15 th , 2021 |
| Starting Date: | To be determined |

POSITION OVERVIEW

The U.S. District Court for the Northern District of Oklahoma is seeking an Administrative Services Technician to join the Administrative Services department for the U.S. District Court and the U.S. Probation Office. The Administrative Services Technician provides administrative and technical support for human resources programs, personnel transactions, and training activities. Performs administrative and technical support for procurement activities and administrative support to senior management. This position reports to the Clerk of Court.

REPRESENTATIVE DUTIES

- Assist with processing a variety of human resources and pay-related actions such as hiring/recruitment, appointments, promotions, separations, terminations, special service awards, discretionary step increases, performance reviews, onboarding and benefits.
- Assist with the Facility Access Card (FAC) and the Background Check and Investigations processes.
- Assist with the HRMIS Leave Tracking System, auditing leave and attendance records and act as a back-up for the required Payroll Certifying Officer Report.
- Assist in updating and maintaining the district’s personnel, internal controls, and operations manuals, including creating and updating online reference materials.
- Gather and maintain statistics for Fair Employment Practices and Telework reports.
- Assist in managing and responding to questions regarding HRMIS, IPPS, eService, eOPF, Leave Tracking, and other automated human resources online tools.
- Assist procurement staff with purchase of supplies and preparation of routine purchase orders. Maintain lists of requested supplies to be ordered.
- Assist senior management with special administrative projects, such as preparing correspondence, and preparing for or coordinating meetings.
- Perform other duties as assigned.

QUALIFICATIONS

Required Qualifications

- One year of specialized experience

Preferred Qualifications

- A bachelor's degree from an accredited university or college in a closely related field
- Experience in a local, federal or government agency, or equivalent environment.

Specialized Experience

Progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, procedures, and practices of human resources administration and involved the routine use of automated human resources systems or other computer-based systems such as word processing, spreadsheets, or database applications.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens. An FBI fingerprint check/background investigation will be conducted. The applicant selected will be hired provisionally pending successful completion of the investigation. The position is subject to mandatory electronic fund transfer (direct deposit) for salary payment (bi-weekly). Judiciary employees serve under excepted appointments and are considered "at will". Employees are required to adhere to the Code of Conduct for Judicial Employees which can be found at www.uscourts.gov. If hired at one of the lower levels, there is promotion potential to the next higher level without further competition.

BENEFITS

A generous benefits package is available which includes a minimum of 11 paid holidays; health, life, and long-term care insurance benefits; flexible benefits, a retirement plan, and a Thrift Savings Plan. Information about judiciary benefits can be found at www.uscourts.gov.

APPLICATION INFORMATION

To apply for this position, qualified applicants should submit:

- 1) A cover letter which addresses qualifications, skills, and experience necessary to perform the job duties;
- 2) A chronological resume including education, employment, and salary history; and
- 3) The Application for Judicial Branch Federal Employment (Form AO-78). The application form can be found on the District Court's website at <https://www.oknd.uscourts.gov/employment-opportunities>

The documents can be emailed to okndhr@oknd.uscourts.gov. Only electronic applications will be accepted. Due to the volume of applications received, only applicants selected for an interview will be contacted. Questions can be directed to 918-699-4841.

The United States District Court is an Equal Opportunity Employer