

**UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF OKLAHOMA**  
**VACANCY ANNOUNCEMENT – ADMINISTRATIVE SERVICES TECHNICIAN # FY 23-04**

**BASIC INFORMATION**

**Position Title:** Administrative Services Technician  
**Employment Type:** Full time, Permanent  
**Location:** Tulsa, OK  
**Position Grade:** CL 24/01-CL 25/47  
**Beginning Salary Range:** \$39,621 - \$64,773 (depending on qualifications and experience)  
**Opening Date:** October 18, 2022  
**Closing Date:** Open Until Filled (to ensure consideration, apply by November 8, 2022)  
**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 the Shared Administrative Services Team: procurement, property management, space and facilities, human resources, finance and budget, and jury services. This position reports to the Administrative Manager.

**REPRESENTATIVE DUTIES**

- Space and Facilities: Assist in designing and sketching space and furniture plans. Attend and participate in project or construction meetings to remain current on project status. Help coordinate and track project schedules. Assist with maintaining files, records, and materials related to facilities management, space planning, and space and facilities projects.
- Property Management: Act as Custodial Officer and be responsible for the accounting and safeguarding of personal property, which includes updating the Master Personal Property Record (MPPR), conducting annual physical sightings of personal property items, and maintaining and reconciling supporting documentation and records.
- Procurement: Assist with issuing and delivering materials and supplies to requesting offices. Assist with procurement records management by scanning documents and filing.
- Finance and Budget: Assist with performing basic day to day activities. Ability to learn responsibilities specific to the court, such as travel expense reimbursement, victim restitution, criminal debt management, and payment for goods and services.
- Human Resources: Assist with various HR-related duties such as hiring/recruitment, appointments, onboarding, and benefits. Assist with the Facility Access Card (FAC) and the background check and investigations processes. Assist with maintaining HR records.
- Jury: Assist with preparing, mailing, and processing juror qualification materials and jury summonses. Assist with the coordination of jury panels for judges on empanelment day,

- including monitoring and recording juror attendance. Assist with juror orientation.
- 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.
- Knowledge of court operations and functions.
- Knowledge of building systems and design and construction processes and documents.
- Experience with AutoCAD a plus.
- Ability to follow detailed instructions and multitask.
- Skill in resolving issues and problems in a timely manner.

### **Specialized Experience**

Progressively responsible clerical or administrative experience that routinely involved working with numerical calculations and 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](http://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](http://www.uscourts.gov).

## **OTHER**

Participation in the interview process will be at the applicant's expense and relocation expenses will not be provided. The Court reserves the right to modify the conditions of this announcement, withdraw the announcement, or fill the position at any time, any of which may occur without prior written notice.

## 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](mailto: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**