

Notice of Career Opportunity

The United States Courts

Western District of Missouri

Position: Administrative Specialist
Location: Kansas City, Missouri
Salary: CL 26-27 (\$41,786 - \$74,628)
(based on experience, qualifications
and/or current grade)

Open: February 11, 2013

Close: March 4, 2013



The United States Courts for the Western District of Missouri are seeking an Administrative Specialist. The person holding this position will work in Kansas City, Missouri, supporting the Court Executive and other senior leaders. The Western District is a fully consolidated court (District, Bankruptcy, Probation and Pretrial) comprised of three divisional offices, approximately 275 employees and 21 judges. Current federal employees from other Districts that are willing to relocate are welcome to apply, and all applicants should visit www.mow.uscourts.gov for general information about the Western District (WDMO).

Position Description

The Administrative Specialist will report directly to the Court Executive and will also provide administrative support to and work closely with the Chief Administrative Officer, Chief of Operations and Chief Information Officer. In addition to executive assistant duties, the successful applicant will be responsible for event and meeting planning, liaising with judicial officers and preparing and coordinating newsletter and web communications with the bar.

Primary Duties

Duties of the Administrative Specialist include but are not limited to the following:

- Preparing, editing and proofreading correspondence, memos, reports, spreadsheets and PowerPoint presentations.
- Conducting research and assembling and analyzing data to prepare such reports and presentations.
- Monitoring, responding to and distributing incoming communications to senior

leaders (mail, phone calls, visitors); scheduling meetings and managing calendar items.

- Maintaining files and records, in either hard copy or electronically, as appropriate.
- Liaising with chambers and assisting with judicial officer requests and courthouse guests.
- Preparation of reports or materials for the 8th Circuit Executive's Office or the Administrative Office of the U.S. Courts.
- Planning and coordinating court events, meetings and judicial ceremonies, such as Investitures, Court en banc meetings, judicial officer conferences and other receptions or meetings with the court and members of the bar.
- Collecting materials for the court's attorney newsletter and preparing draft articles and layouts.
- Assisting with management of and updating of the court's external website.

General Qualifications

The Western District is looking for an administrative professional dedicated to providing the highest levels of administrative support and customer service while being able to maintain strict confidentiality.

The District is also searching for a candidate who has the ability to adapt to any environment, to multi-task and to keep materials and tasks organized while maintaining attention to detail and deadlines.

Specific Qualifications

- A minimum of seven years administrative experience with at least three years assisting executive or director level leaders or attorneys.
- A high school diploma (bachelor's degree preferred).
- Advanced-level knowledge of all Microsoft Office Applications, including PowerPoint and Excel.
- Strong verbal skills and the ability to communicate diplomatically with all groups, from the public to colleagues to judicial officers.
- Excellent writing skills.
- Prior experience with event, meeting or conference planning.

- Prior experience with newsletters or web content management highly desirable.
- Legal experience not required but helpful.

Application Procedure

Applicants should submit the following:

- A cover letter;
- A detailed resume; and
- The completed AO-78 Application for Judicial Branch Federal Employment (<http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>)

Materials should be submitted no later than 5:00pm CDT on March 4, 2013 to:

Michele Nelson
U.S. District Court
Charles Evans Whittaker Courthouse
400 East 9th Street, Room 1510
Kansas City, MO 64106
Email: michele_nelson@mow.uscourts.gov

Only qualified applicants who submit all of the items listed above will be considered for this position. As a condition of employment, the selected candidate will be subject to an FBI background check. Employment will be considered provisional until the FBI background check is completed. The court is not authorized to reimburse expenses for relocation. Only those candidates selected for an interview will be contacted. The court reserves the right to modify the conditions of this job announcement. The Western District of Missouri is an equal opportunity employer and values diversity in the work place.