

**Position Title:            Training Assistant**

**Position Description:**

The U. S. District Court for the District of South Carolina is seeking a qualified Training Assistant for its headquarters office at the Matthew J. Perry, Jr. Courthouse in Columbia, SC. This is a full-time, forty (40) hour per week position. This position reports to the Director of Training and Special Projects.

**Representative Duties**

- Assist with internal training programs for internal customers (employees) and/or external customers (such as attorneys filing cases in the court). Coordinate and assist in delivering training programs, including those developed in-house and developed by outside vendors. Assist with manuals, handbooks, job aides, web content, and other training materials.
- Provide troubleshooting assistance to employees related to various software programs being used by the court.
- Assist with creating and maintaining Excel spreadsheets, WordPerfect templates, and Adobe fillable forms.
- Maintain employee training database, including CLE management.
- Conduct tours of the courthouse, as requested.
- Provide backup assistance to the Clerk's secretary, including attorney admissions and naturalization.
- Provide personnel audit function.

**Qualifications:**

Candidates must have a bachelors degree and a minimum of two years progressively responsible clerical, administrative, technical or professional experience. Must have a high level of software skill. Must have a strong customer service orientation and excellent interpersonal skills. Must have two years training experience.

**Preferred Skills:**

- Experience with the following computer software: WordPerfect, Adobe fillable forms, Excel, and PowerPoint

**The successful candidate will possess:**

- Excellent organizational and time management skills; strong written and verbal communication skills.
- Ability to present learning content in classroom and other settings, e.g., one-on-one.

- Excellent clerical skills as required in a professional office setting in areas such as: data entry (alphabetical and numerical), keyboarding, filing, mathematics, writing (grammar, spelling, punctuation, proofreading), and ability to generate business correspondence.
- Proficient automation skills and ability to work comfortably with a variety of software.
- Superior customer service skills and ability to deal with a wide variety of people tactfully and courteously.
- Ability to use sound judgment.
- Must be able to lift up to 40 pounds. Occasional travel may be required.

**Starting Salary:**

Starting salary: \$37,279 - \$60,643, dependent upon education and experience.

**How To Apply:**

Qualified applicants must submit a cover letter, resume, salary history, and include at least three business/professional references, and they must be received by **May 8, 2009**.

Send to:

Personnel Director  
United States District Court  
Matthew J. Perry, Jr. Courthouse  
901 Richland Street  
Columbia, SC 29201

Or, via e-mail (in PDF format only): [Personnel@scd.uscourts.gov](mailto:Personnel@scd.uscourts.gov)

Due to the anticipated volume of resumes, only those applicants under consideration will be contacted. Applicants selected for interview are required to take a skills test. Successful candidates will be contacted for an interview at a later date.