

## **Position Title: Administrative Assistant**

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<b>Announcement #:</b>	19-02
<b>Court Name:</b>	United States District Court for the District of South Carolina
<b>Location:</b>	Columbia, South Carolina
<b>Court Website</b>	<a href="http://www.scd.uscourts.gov">www.scd.uscourts.gov</a>
<b>Starting Salary/Range</b>	\$27,148 to \$42,053 (CL 22/CL 23), depending on qualifications and experience. Possible promotion potential to the CL 24 without further competition.
<b>Opening Date:</b>	May 3, 2019
<b>Closing Date:</b>	Open until filled. Preference given to applications received by May 17, 2019

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### **Position Description:**

This position is located in the clerk's office of the United States District Court for the District of South Carolina in **Columbia**. The Administrative Assistant provides administrative and technical support in the areas of financial administration and court services. The incumbent jointly reports to the Financial Administrative Supervisor and the Operations Manager. The incumbent provides clerical support to both areas in accordance with approved procedures, policies, and internal controls.

### **Representative duties:**

- Perform office reception duties in court services by greeting visitors in person and on the telephone, answering routine questions, directing callers to the appropriate person, and assisting public by using ECF (Electronic Case Filing) system to look up case information.
- Maintain control over unit cash registers.
- Enter receipts from mail collections as well as from over-the-counter collections.
- Maintain accounting records by inputting transactions and assist in reconciling the accounts through the automated systems. Debit, credit, and total accounts on spreadsheet, databases, and financial software used by the court unit.
- Assist with processing and paying bills and invoices. Assist with reconciliation of monies deposited, transferred, and disbursed by the court unit. Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures.

- Assist with the data entry and maintenance of criminal debt related accounting information in the court's financial accounting system.
- Assist with preparing reports and forms by compiling information. Use accounting software and systems to record, store, and track information.
- Review vouchers for payments related to expenses incurred by the court for monetary aspects of case management. Assist with oversight of financial operations to ensure compliance with internal controls, policies, and procedures.
- Perform other related duties, as assigned.

**Qualifications:**

- Applicant must have a high school diploma or equivalent.
- Two years of general office experience.
- Dependability and reliability is a must.
- College degree is preferred.
- Excellent computer skills and proficiency in the use of Windows and Microsoft Office.
- Excellent analytical, problem solving, critical thinking and research skills.
- Good organizational skills and attention to detail, and the ability to maintain numerical records.
- Strong interpersonal skills including the ability to collaborate and work effectively and diplomatically with others.
- Strong oral and written communications skills with the ability to communicate information clearly and accurately.

**Benefits:**

Federal benefits include paid vacation and sick leave, paid holidays, and retirement benefits. Optional benefits include health and life insurance, disability and long-term care insurance, dental and vision insurance, and a tax-deferred savings plan. This position is subject to mandatory electronic fund transfer (direct deposit) participation or payment of net pay.

**How to Apply:**

Qualified persons interested in being considered for this position are invited to submit all of the following documents: (1) a cover letter detailing how your qualifications meet the job requirements; (2) a current resumé; (3) at least three professional references with current contact information; and (4) a completed AO-78, Application for Judicial Branch employment.

AO78 Form Link: <http://www.uscourts.gov/FormsAndFees/Forms/CourtForms.aspx>

All application materials must be physically received in our office on or before the preferred closing date for first consideration. No faxes or emails accepted.

Please send application materials to:

United States District Court  
Attention: Human Resources – #19-02  
901 Richland Street  
Columbia SC 29201

Applicants who do not submit **all** requested materials by the closing date of this announcement may lose consideration for the position.

**Information for Applicants:**

Employees of the United States District Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. Applicants must be a United States citizens or lawful permanent residents currently seeking citizenship or intending to become a citizen after meeting the eligibility requirements as outlined in 8 U.S.C. § 1324b(a)(3)(B).

The U.S. District Court requires employees to adhere to a *Code of Ethics and Conduct* which is available to applicants to review upon request.

All applicants will be screened to identify the best qualified and suitable candidate. Only the best qualified applicants will be invited for a personal interview.

Due to anticipated volume of applications, the Court will only communicate with those applicants who will be interviewed. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. Prior to appointment, the finalist candidate will be required to satisfactorily complete a criminal background investigation, as well as a check of financial and credit records.

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 may occur without any prior written or other notice. This job announcement may involve filling more than one position described herein.

**AN EQUAL OPPORTUNITY EMPLOYER**