

UNITED STATES COURT OF APPEALS FOR VETERANS CLAIMS

625 Indiana Avenue, N.W., Suite 900

Washington, D.C. 20004

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**POSITION VACANCY ANNOUNCEMENT**

**Announcement No.:** 15-14

**Issuing Date:** 12/17/2015

**Closing Date:** 12/28/2015

**Position:** Administrative Support Assistant  
CS-0303-6/7(equivalent GS-0303-6/7, salary range including Washington-Baltimore 2015 Locality Pay is \$38,747 to \$55,970)

**Conditions of Employment:** A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of fingerprinting and a background security investigation with favorable adjudication. Failure to meet these requirements will be grounds for termination.

**This appointment is made without regard to Title 5 governing appointments in the competitive service. All appointments are Excepted Service. \*All applications must be received by the Court, and not just postmarked, by 5:00 p.m. on 12/28/15.**

**Area of Consideration:** Area-Wide

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**Duties:** The position is located in the Court's Administrative Section and performs a variety of clerical, administrative, and technical duties/responsibilities in support of the Administrative Section through the Deputy Executive Officer (DEO). The Administrative Support Assistant may support staff in human resources, facilities, training and travel, property and procurement, and finance. Duties include, but are not limited to:

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1. Assists the DEO in managing daily activities of administrative operations. Schedules meetings/conferences, prepares agendas, answers queries, notifies participants, and arranges on or off-site logistics. Meets with DEO to discuss all support activity on a weekly basis.
2. Gathers and compiles notes for weekly managers' meeting and reports to DEO prior to meeting.
3. Uses a variety of automated systems, graphical, and spreadsheets to digitize files, prepare and updates reports, establishes internal memoranda, manipulate data for management and administrative charts and graphs.
4. Works with DEO on special projects/committees – assists planning, organizing, and leading project activities.
5. Serves as project support to the Judicial Conference Logistics Committee. Partners with DEO to provide coordination and management of the Judicial Conference. Manages conference calendar, contacts, meeting minutes, tracks and updates milestones, meets with venue reps during coordination meetings, and convenes and leads the Logistics Committee meetings.
6. Assists the DEO with the management of the Court's secured parking garage space. Schedules available spaces for special requests, visitors, and coordinates parking garage entry through the Marshals, building security, and garage attendants.
7. Monitors and maintains Court policies by making recommendations and conducting research using the JNET to compare the Administrative Office (AO) policies with current Court policies.
8. Assists HR daily operations to include, but not limited to: providing project support with the possible implementation and execution of the eOPF; scanning personnel, payroll documents, and training documents, as well as performance appraisal documents into the eOPF system. Uses HR technology such as: various NFC applications and NFC's mainframe Rumba 8.0 system.
9. Assists the HR Specialist by preparing the orientation package for new employees. Uses technology to manage operation functions such as fingerprinting, background checks using the FBI CJIS system – issues, updates, and replaces Court ID badges.
10. Assists the HR Specialist with the annual Federal Benefits Open Season by ordering and organizing all Open Season information. Assists as project support for the Court Health Fair.

11. Assists the HR Specialist with the employment application process. This includes: receiving, assembling, logging-in, and performing the initial pre-screening process. Notifies applicants through e-correspondence and replies to other inquiries regarding the application process.

12. Serves as project lead for the quarterly Employee Recognition ceremonies. Sends out notifications/updates of upcoming ceremonies to management and staff, creates “script” for the Chief Judge; works with Admin and Clerk’s staff to secure gift items, creates awards certificates, tracks Admin involvement on special projects in order to make recommendations to the DEO on special acts that should be recognized.

13. Serves as project lead in managing the Federal Occupational Health (FOH)/Employee Assistance Program. Is the liaison with FOH personnel to gather and disseminate information to Court employees; recommends and updates management on available services, equips and maintains every floor with an AED, and coordinates with the Training Specialist medical emergency training, CPR and First Aid training for Court staff.

14. Serves as back-up to the Facilities Administrator using the automated Corrigo facilities management system to report facility issues ranging from failure of building systems to reserving loading dock. Assists with maintaining the physical security systems of the Court and the residences through coordination with the designated security contractor. Coordinates the logistics of the Facilities Security Committee – participates in the meeting by making recommendations, managing calendar invitations, creating the agenda, recording minutes, and scheduling facilities.

15. Serves as backup to the Travel/Training Specialist using the automated Concur Government Edition travel system. As the backup, assists travelers with filing travel vouchers; maintains knowledge of travel policies and regulations in order to serve as the backup technical resource to employees.

**Qualification Requirements:** CS-06: High school graduate or equivalent and one year of specialized experience.  
CS 07: High school graduate or equivalent and two years of specialized experience.

**Specialized Experience:** To qualify based on your experience, your resume must describe the specialized experience which prepared you to do the work in this job. Specialized experience is defined as:

1. performing the procedural and administrative work of an office such as making and preparing Government travel arrangements, records management, and maintaining supervisor's electronic calendar;
2. planning, organizing and leading special projects from beginning to end;
3. assisting with preparation and coordination of civilian personnel actions such as open season benefits, new employee orientation, automated time and attendance systems; and
4. knowledge of Microsoft office suite applications to prepare, review and edit correspondence, graphs, charts, etc.

Experience will be credited for paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, Americorps, etc.) and other organizations (e.g., professional, philanthropic, religious, spiritual, community, student, social, etc.).

**PREFERRED:**

1. **Technical experience with NFC applications (including webTA and Rumba 8.0), and federal government eOPF.**
2. **Clerical or administrative experience that provided knowledge of the rules, regulations, procedures, and practices of human resources administration.**
3. **An Associate’s Degree or Bachelor’s Degree from an accredited college or university.**

**NOTE: The selectee will be subject to a one year probationary period.**

**Instructions for Applying:** Submit the following: Resume and OF 306 (*Declaration for Federal Employment*). Send applications to: [employment@uscourts.cavc.gov](mailto:employment@uscourts.cavc.gov) or To: *Ramona Smalls, U.S. Court of Appeals for Veterans Claims, 625 Indiana Avenue, N.W., Suite 900, Washington, D.C. 20004.* A copy of the OF 306 is available at [www.uscourts.cavc.gov](http://www.uscourts.cavc.gov) under Employment or contact Mrs. Smalls on 202-501-5988.

**The United States Court of Appeals for Veterans Claims is an equal opportunity employer. All applicants will receive consideration without regard to race, color, age, sex, religion, marital status, or national origin.**