

## Career Opportunity # 19-06

**Position:** Administrative Technician/  
Administrative Support Specialist

**Location:** Milwaukee, WI

**Salary Range:** \$47,244 to \$84,369 Annually  
CL 26/CL 27  
(Employee must have served at CL 25 for at least one year in order to be eligible to apply)

**Opening Date:** July 8, 2019

**Closing Date:** July 26, 2019  
Starting Date: Early September

### **POSITION OVERVIEW:**

The Clerk of the United States Bankruptcy Court for the Eastern District of Wisconsin is seeking an Administrative Technician/Administrative Support Specialist to provide administrative support to the Clerk, Chief Deputy Clerk and Supervisors, and handle human resource matters for the court.

The Administrative Technician/Administrative Support Specialist will provide professional administrative support for the office, which may include some or all of the following duties and responsibilities:

### **HUMAN RESOURCES DUTIES:**

- Formulate, implement, and administer human resources policies, procedures, and standards. Review, research, develop, and recommend human resources policies for the court unit. Maintain fair employment policies and practices and may serve as an employment dispute resolution coordinator. Provide advice on organizational structures and classification standards. Advise judges, executives, senior managers, and court staff on human resources matters, procedures and practices.
- Conduct job analyses. Develop and update position descriptions. Administer the performance management system. Assist with grievance and adverse action procedures.
- Prepare and distribute job announcements, coordinate interviews, conduct preliminary interviews, and may conduct reference checks. Administer background and investigation checks, employment tests, and issue credentials and identification cards.
- Maintain and monitor human resources records, including payroll and leave records using the Human Resource Management Information System (HRMIS), adhering to national and court guidelines. Track and enter time sensitive data, such as employees' dates of promotion, performance evaluations, and step increases. Maintain leave and timekeeping records.

- Administer benefits program coordination including maintaining and distributing benefits materials, processing forms, and addressing routine benefits questions and resolving benefits issues.
- Assist with employee recognition programs. Coordinate human resources-related events. Communicate human resources policy information.

### **AUTOMATION DEPARTMENT DUTIES:**

Perform administrative duties as requested by the Systems Manager including, but not limited to:

- Post messages to the external website and to the WIKI.
- Schedule meetings between the Automation Department and other departments/chambers.
- Request quotes for automation equipment and follow up with vendors on order status.
- Negotiate and schedule installation appointments.
- Take backup tapes to the bank and oversee this process.
- Manage and organize the Automation Department's procedures and processes. Prepare written instructions and documentation which is clear and effective. Prepare reports and memoranda regarding complex automation issues.
- Recommend changes to improve systems and configuration, as well as determine hardware or software requirements related to such changes.

### **OTHER DUTIES:**

- Participate in special projects related to administrative service functions for the Financial and Operations departments.

### **MINIMUM QUALIFICATIONS:**

The right candidate must be able to work extremely well with other employees and understand the importance of strict confidentiality particularly in working with human resource matters. Progressively responsible experience which provides evidence that the candidate has a good understanding of administrative processes and practices at a professional level. Candidate must possess exceptional communication skills, both orally and in writing; ability to exercise mature judgment and to manage multiple projects simultaneously; and evidence as a strong team player who is flexible in a changing environment. Attention to detail is critical. Knowledge of and skill in using a variety of office equipment and applications, such as word processing, email, spreadsheets, automated and other computer-based systems used by the court or office. Some overnight travel required.

**Benefits:**

This position is covered by the Court Personnel System. A generous benefits package is available and includes:

- Ten (10) paid holidays per year
- Paid annual leave
- Paid sick leave
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in the choice of Dental and Vision Insurance
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Credit for prior government service

**Supplemental Information:**

In addition to a resume, interested candidates should submit and answer the following question using Times New Roman, 12-point font. Submissions should not exceed two pages, be single-spaced and have one-inch margins.

1. Based on the requirements of the position, describe your relevant experience and why you are the best candidate. Please give examples.

**Information for Applicants:**

- The U.S. Bankruptcy Court is a part of the judicial branch of the United States Government.
- Applicants must be United States citizens or otherwise authorized to work in the United States.
- The court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice.
- The final candidates are subject to a background check or investigation, which includes an FBI fingerprint check.
- Employees of the Federal Judiciary are hired as excepted service, "at will" employees.
- The initial appointment of this position will be for one year and one day.

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- Due to the expected high volume of applicants for this position, the court will only communicate with those qualified applicants who are selected to be interviewed.
- Employees must use the Electronic Fund Transfer (ETF) for payroll deposit.
- The U. S. Bankruptcy Court is an Equal Opportunity Employer.

Interested candidates are invited to submit: (1) a cover letter; (2) a chronological resume; (3) a completed form AO78 Application for Judicial Employment which is available through our website at [www.wieb.uscourts.gov](http://www.wieb.uscourts.gov) under the “Court Information/Careers” page; (4) references and (5) answer to the supplemental question.

Please submit application materials electronically to [Human\\_Resources@wieb.uscourts.gov](mailto:Human_Resources@wieb.uscourts.gov) or by mail, marked “Personal and Confidential” to:

U.S. Bankruptcy Court  
Attention: Human Resources  
517 East Wisconsin Avenue, Room 126  
Milwaukee, Wisconsin 53202