



United States Bankruptcy Court for the District of Arizona

230 N. First Avenue, Suite 101
Phoenix, Arizona 85003-1706
(602) 682-4000

Vacancy Announcement #15-08 TUC

POSITION: Space and Facilities Specialist

LOCATION: Tucson Office

POSITION TYPE: Full-Time Permanent

SALARY RANGE: \$38,704 - \$47,999 (CL 25, Step 1-24 Developmental Range)
\$48,403 – \$62,951 (CL 25, Step 25-61 Full Performance Range)
Depending upon qualifications and experience, education and salary history.*

OPENING DATE: Wednesday, August 19, 2015

CLOSING DATE: Wednesday, September 2, 2015

INTRODUCTION

The Space and Facilities Specialist is located in the Clerk's office of the U.S. Bankruptcy Court for the District of Arizona. The incumbent will perform and coordinate administrative, technical, and professional work related to day-to-day building management issues, space planning, space and facilities projects, parking, and other tasks which ensure compliance with the appropriate guidelines and policies. The Space and Facilities Specialist is also responsible for conducting inventories and ensuring administrative tasks (mail accountability, coordinating purchase requests) are in compliance with approved internal controls. Importantly, the incumbent is required to work as part of an administrative support team; however, there are no supervisory responsibilities.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES INCLUDE

- Skill in identifying, understanding and responding to customer needs. Superior ability to communicate accurately and effectively, both orally and in writing, within and outside the court unit.
- Monitor, coordinate, and address day-to-day facilities management issues, which may involve structures, building systems, technology, grounds, parking, security, and space planning.
- Monitor project work. Assess, document, prioritize, and respond to project problems. Attend or participate in project or construction meetings as a representative of or advisor to the court's management team.
- Obtain drawings and specifications for projects. Coordinate project budgets and project schedules. Work with the General Services Administration and/or project architects to ensure project completion. Work with independent project consultants.

- Serve as liaison on building security issues including coordination with U.S. Marshal Service, Federal Protective Service and Court Security Officers.
- Work with court units to maximize work place efficiency.
- Participate in the coordination of purchase requests for clerk's office staff and judicial officers.
- Prepare correspondence, reports, form letters, and documents. Schedule appointments, arrange meetings, and maintain calendar of project status points and activities. Perform additional administrative duties as required.
- Maintain files related to facilities management, space planning, and space and facilities projects.
- May serve as either custodial officer or disposal officer for court property and equipment.
- Travel within or outside the district as required to attend meetings, conferences or training. Other duties and responsibilities as assigned.

QUALIFICATIONS

Incumbent must be a high school graduate or equivalent, with at least one year of specialized experience equivalent to work at a CL 24. Specialized experience is progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the duties of the position and involves the routine use of automated software and keyboarding for word processing, data entry and report generation.

Ability to learn applicable policies and procedures. Skill in interpreting policies and procedures to lay audiences. Knowledge of potential adverse effects if problems or repairs are not addressed in a timely manner.

Must be able to take initiative and work independently with minimal supervision. Excellent communication and interpersonal skills, both oral and written and possess the ability to be flexible and adapt to an ever changing work environment. Ability to organize work in conjunction with interruptions and distractions to meet recurring deadlines. Some travel may be required.

PREFERRED SKILLS

Some experience in managing office projects or scheduling work.

APPLICANT INFORMATION

Applications will be screened for qualifications and the best qualified applicants will be invited for a personal interview. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. Applicant must be a United States citizen or eligible to work in the United States. Employees of the United States Bankruptcy Court are "At-Will" employees and are not covered by the Office of Personnel Management's civil service classifications or regulations. The selected candidate will be subject to a background check and employment is conditional until a suitability determination is complete. Appointment is provisional and retention is contingent upon a favorable suitability determination of the background check and investigation. This position is subject to mandatory electronic fund transfer (direct deposit) participation for net pay.

*Promotion potential to a CL26 depending on performance and approval by the Administrative Office of the U.S. Courts based on funds availability.

BENEFITS INFORMATION

Judicial employees are entitled to standard federal benefits such as paid vacation time, paid sick time, medical insurance, life insurance, retirement, and a tax-deferred savings plan. Employees are also eligible for long-term care and disability insurance and the Flexible Benefits Program which includes pre-tax deductions for health benefits premiums, health care expenses, dependent care, and commuter benefits.

HOW TO APPLY

Submit a cover letter that details your experience and interest in the position, a resume and three professional references, by e-mail to: HR_15-08@azb.uscourts.gov (Include Announcement No. 15-08 TUC on your application.)

**The United States Bankruptcy Court District of Arizona
is an Equal Opportunity Employer.**