

**UNITED STATES COURT OF APPEALS
EIGHTH CIRCUIT
VACANCY ANNOUNCEMENT**

Position: Administrative Support Specialist
Salary Range: CL 25: \$39,219 - \$63,742 (Based upon qualifications)
With promotion potential to CL 26 (\$43,192 - \$70,189)
Opening Date: February 25, 2016
Closing Date: March 11, 2016 (or until filled)

Position Overview: This position is located in the Clerk's Office of the United States Court of Appeals for the Eighth Circuit in St. Louis, Missouri. The Administrative Support Specialist provides assistance in performing administrative and technical work related to human resources, finance, travel and inventory. In the area of human resources the incumbent also provides support to the Office of Staff Attorneys and other court offices as needed. The position reports to the Human Resources Specialist.

Representative Duties and Responsibilities: Duties include: maintain, monitor and audit leave records; assist with processing a variety of personnel and payroll actions such as appointments, promotions, separations, terminations, within-grade increases, and benefit elections; assist in recruitment of candidates for employment, including placing advertisements, reviewing applications, and scheduling interviews; assist in administering benefits programs; prepare weekly deposit; perform daily reconciliation of receipts and cash drawers; prepare monthly financial reports; make travel arrangements for staff travel; prepare and process travel vouchers; monitor supply inventory and assist with furniture inventory.

Qualifications and Educational Requirements: Candidate must have a high school diploma or equivalent. Bachelor's degree preferred. Looking for an individual with outstanding organizational skills capable of managing a variety of projects and duties in a timely manner, and proven ability to maintain confidentiality with sensitive matters. The applicant must have excellent communication skills and be able to demonstrate a history of successful interactions with judicial officers, members of the Bar, other federal agencies and the general public.

The successful candidate must: have a professional demeanor and possess excellent computer skills with a demand for accuracy and quality assurance; have an awareness of internal control processes; have good judgment with the ability to apply concepts to determine the appropriate action to be taken; possess excellent proofreading skills, have attention to detail, be dependable and have the ability to work independently.

Employee Benefits: Court employees are entitled to federal benefits which include: participation in the Federal Employees Retirement System and TSP; choice of a health benefit plan from several options; dental, vision, life, and long-term care insurance; flexible benefits; leave accrual and federal holidays.

This position is subject to mandatory electronic fund transfer participation for payment of net pay. All employees are required to adhere to a code of conduct and the court's policies and procedures. This Court is an equal opportunity employer.

Applicants must be U.S. citizens or eligible to work in the United States. The final candidate will be subject to an FBI fingerprint check and credit check. Employment will be contingent upon a favorable response from these checks.

How to Apply: Submit a completed application for judicial branch employment, form AO-78 (<http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>), a detailed resume and cover letter to:

Confidential 16-01
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