

The United States Bankruptcy Court
Western District of Texas
Vacancy Announcement: 2009-01-AASA
Open until Filled

Position: Administrative Assistant

Location: 615 E. Houston, Suite 546
San Antonio, TX 78205

Salary Level: CL25* Starting salary commensurate with work experience and applicant's current grade and step.

Position Overview:

This position is located in the Bankruptcy Clerk's office. It includes performing mixed duties that provide a variety of administrative and technical assistance to ensure the smooth and efficient management of the office. It primarily encompasses administrative support to the Clerk and Chief Deputy. In addition, administrative support positions at this level perform a wide variety of administrative functions often in multiple program areas in the court unit.

Duties include:

- Maintains calendars, arranges travel, and prepares travel vouchers for court unit executives and staff.
- Secretarial duties include duties such as filing, copying, distributing mail, inputting data, answering phones, typing, formatting, and assembling reports.
- Develops and maintains logs, tracking forms, spreadsheets, and databases for the purpose of tracking statistics and data; prepares statistical tables and reports at the request of unit executives. Generates standard reports from databases and computerized systems.
- Performs receptionist duties by greeting visitors/clients in person and on the telephone, answering routine questions, and directing visitors/callers to the appropriate person or department.
- Prepares correspondence, reports, form letters, and documents. Proofreads and edit materials. Receives and routes incoming and outgoing mail to appropriate persons or offices; and processes mail requiring special handling.
- Schedules appointments, arranges meetings, and maintains staff calendars. Alerts the Clerk and Chief Deputy to critical dates and deadlines.
- Reports matters regarding the office's physical needs (such as heating, cooling, lighting, and cleaning).
- Serves as human resources liaison, tracking staff time and attendance, processing paperwork and answering questions related to benefits, leave, and pay; processing personnel-related forms and paperwork, and similar activities.
- Maintains office reference materials, such as administrative manuals, bulletins, etc.
- Coordinates general activities in the immediate office, including arranging for equipment and facilities maintenance and ordering supplies.
- Event planning to include meetings, conference calls and court ceremonies or other court-wide functions.

Minimum Requirements:

Three years of 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. Advanced Microsoft Office (Word, Excel, PowerPoint) skills. Familiarity with Mac, Google tools and other desktop software. Must be proficient in the use of internet and email use. Must possess the ability to learn new computer programs. Expert level written and verbal communication skills, strong decision making ability and attention to detail are essential. While performing the duties of the job, the incumbent will be required to occasionally lift and/or move items up to 25lbs.

Time management and multi-tasking skills are a necessity. The applicant must possess excellent organizational, project management, and customer service skills. Strong decision making ability and attention to detail are equally important. Expert level written and verbal communication skills are essential. Must have the ability to prioritize duties, exercise good judgment and use discretion when necessary.

Four years of experience supporting executive level management and bachelor's degree is preferred.

How to Apply

For consideration, send a detailed resume with a cover letter and salary history to Patricia_Delagarza@txwb.uscourts.gov

Resumes received by May 22, 2009 will receive priority review. Resumes may also be sent to:

United States Bankruptcy Court
Attn: Patty Cortez-De La Garza
615 E. Houston, Suite 546
San Antonio TX 78205

Due to the volume of applications received, only those interviewed will receive notification when the vacancy is filled. The court is not authorized to reimburse candidates for travel. The final candidate will be subject to a background investigation. Direct deposit of federal wages for court employees is mandatory.