

UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF TEXAS



Vacancy Announcement 1905-SS

Support Specialist
San Antonio, Texas

Closing Date: August 16, 2019

Starting Salary Range: \$41,283- \$51,617
Classification level range: \$41,283-\$67,120*

*The salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts.

The U. S. Bankruptcy Court for the Western District of Texas is seeking qualified candidates for a Support Specialist in our San Antonio Office. The clerk's office has 40 employees in four divisions that include Austin, El Paso, San Antonio and Waco. In addition, the clerk's office serves four Judicial Officers and their staff.

Ideal candidates will possess:

- A dedication to public service and a desire to help others through the delivery of excellent customer service.
- Proven ability to collaborate with others effectively to accomplish tasks and solve problems.
- A record of reliability, productivity and producing quality work.

The Support Specialist provides office assistance in accordance with approved internal procedures and policies. The incumbent will perform variety of administrative and technical assistance to ensure the smooth and efficient management of the Clerk's Office. The Support Specialist assists in the administration of finance, human resources and procurement and reports to the Administrative Services Officer and the Employee Relations Officer.

Representative Duties

- Assist with financial duties such as processing accounts payable.
- Assist in processing travel vouchers. Communicate with employees to respond to questions, problems, or insufficiencies with travel vouchers and status of payment.
- Assist with balancing and reconciling financial records. Record financial transactions using applicable automated financial tracking systems.
- Receive purchased items and check deliveries against packing slips. Check deliveries and invoices against purchase orders for type, quantity and condition.
- Assist in matters regarding the office's physical needs, such as heating, cooling, lighting and cleaning.
- Assist in maintaining office supplies and office equipment, arranging for service and repairs, as required.
- Assist with physical key management and issuance court credentials - Facility Access Card (FAC).
- Assist with general recruitment responsibilities such as preparing and distributing vacancy announcements, logging new applications, scheduling interviews and conducting reference checks.
- Reviews time and attendance records for accuracy and policy compliance.
- Assist with benefit program coordination, including maintaining and distributing benefits materials, processing forms, and answering routine benefit questions.
- Assist with employee recognition programs and other human resources related events. Assist with processing intern programs.
- Enter data into the Human Resources Management Information System (HRMIS) application. Generate standard reports from databases and systems.
- Process pre-employment background/fingerprint, credit checks and conduct reference checks
- Maintains employee confidence and protects relations by keeping human resource information confidential

- Prepare form letters, notices, and other correspondence using templates and forms. Assist with preparing correspondence and documents.
- Comply with separation of duties and other internal control policies.
- Maintain logs, tracking forms, spreadsheets, and databases for the purpose of tracking statistics and data; prepare statistical tables and reports; gather data for management review.
- Assist senior management and participate in special projects related to administrative service functions.

Minimum Qualifications

Candidate must be a high school graduate or equivalent. The successful applicant must have a minimum of two years specialized experience, including at least one year specialized experience at or equivalent to 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.

The candidate must possess:

- A professional demeanor and appearance appropriate for a law or professional office environment
- The ability to communicate effectively with a variety of people with a positive, upbeat manner
- The ability to do detail-oriented work with limited supervision
- Experience which reflects the ability to work under pressure and deal with change
- Demonstrable ability to successfully manage multiple competing priorities
- Knowledge of and skill in working with databases and other typical office software programs and computer proficiency
- Excellent verbal and written communications skills
- Excellent organization and time management skills
- Excellent spelling, grammar, and proofreading skill

Preferred Experience:

- Five years of specialized experience
- Bachelor's degree in public or business administration or related field from an accredited college or university
- Human Resources, Procurement and/or Finance administration experience in the Federal Judiciary
- Experience in a Bankruptcy court environment
- CM-ECF experience

Additional Information:

Federal Judiciary employees are at will and are not subject to the employment regulations of competitive service. Employees are required to adhere to the Code of Conduct for Judicial Employees. Employees undergo an initial FBI background check. Appointments are provisional and contingent upon the satisfactory completion of a background check. A negative finding may result in termination of employment. Updates are required every five years. Applicant must be a U.S. Citizen or lawful permanent resident actively seeking citizenship. Travel for the interview and relocation expenses will not be reimbursed. All information provided by applicants is subject to verification. Applicants are advised that false statements or omissions of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Employee Benefits:

For information about benefits, please visit: [Judiciary Benefits](#)

How to Apply:

Qualified applicants are required to submit their documents using our [HR Employment Application System](#).

Application Tips:

- Address the Cover letter to Patty Nelson, Employee Relations Officer.
- AO78 Federal Judicial Branch Application for Employment (obtained at [Application](#)) must be downloaded first and then completed if you are using Windows 10.
- Applicants should submit a copy of their most recent performance review or two *letters* of recommendation.
- All applications must be complete and in the system by 4pm on August 16, 2019.

Incomplete applications will not be considered.

The United States Bankruptcy Court is an Equal Opportunity Employer