



United States Court of Federal Claims Office of Special Masters

717 Madison Place NW
Washington, DC 20439

POSITION VACANCY

Announcement Number:	OSM-2023-01-ADM
Position Title:	Administrative Specialist
Open Date:	January 9, 2023
Close Date:	January 27, 2023
Type of Appointment / Position:	Permanent / High Sensitive
Grade / Salary Range:	CL-27 (\$62,852 - \$102,201)
Duty Location:	Washington, DC (conveniently located to McPherson Square Metro)
Who May Apply:	U.S. Citizens (or persons eligible to work in the United States)

Position Overview and Representative Duties:

The Office of Special Masters of the United States Court of Federal Claims will be hiring an Administrative Specialist. The incumbent, under the guidance of the Office Manager, provides assistance in areas such as finance and budget, human resources, information technology, space and facilities, public information, and other administrative or operational functions for the Office of Special Masters.

- Additional information regarding the Office of Special Masters can be found at:

<http://www.uscfc.uscourts.gov/vaccine-programoffice-special-masters>

No relocation expenses will be paid.

General Experience:

The candidate should have finance and/or accounting experience and a performance history that demonstrates outstanding customer service and troubleshooting skills. The ideal candidate will have excellent communication skills and a professional demeanor and will be able to demonstrate a history of successful interactions with judicial officers, members of the Bar, other federal agencies, and the general public. The candidate will be a reliable team member who is dependable and has the ability to work independently.

- Provide professional administrative support for the Office of Special Masters.
- Assist the Officer Manager with purchasing activities, ensuring procurement rules and regulations are followed.
- Perform duties to ensure the day to day needs of the office are met.
- Recommend and assist the Office Manager with the development of plans and procedures related to the Office of Special Masters.
- Assist the Office Manager with the administration of human resources, which includes ensuring incoming/outgoing paperwork is complete, coordinating interviews, and conducting reference checks.

- Provide input to the annual budget based on anticipated administrative and service needs for the Office of Special Masters.
- Assist in the coordination of renovation projects and moves within the office, as required.
- Perform duties associated with training for the Office of Special Masters.
- Participate in special projects related to administrative service functions for the Office of Special Masters.
- Review travel vouchers for accuracy, ensuring travel regulations are followed.
- Perform duties associated with the Office of Special Masters' budget.

The successful candidate must be a self-starter, as well as detail-oriented. Candidate must also be highly organized and tactful; possess good judgment, poise, and initiative; and maintain a professional appearance and demeanor at all times. Must have strong prioritizing and problem-solving skills. Must have solid communication skills (written & oral) and be able to communicate effectively with persons within the court as well as with persons outside the court. A demonstrated ability to work harmoniously with others in a team environment and to exhibit a professional manner is a must.

Required Qualifications:

To qualify at the CL-27 level: Two years of specialized experience, including at least one year equivalent to work at CL-26.

Benefits:

11 holidays - 13-26 days annual leave (increases with service) - 13 days sick leave - Federal Employees Retirement System - Thrift Savings Plan - Commuter Benefit Program/Metro Transit Subsidy Program, Flexible Spending Accounts - Insurance available for health, dental, vision, and life.

How to Apply:

Ensure that your application package contains the following required documents:

- **Cover Letter** (include the Announcement Number and the position title and address your qualifications relating to the duties and responsibilities of this position);
- **Resume**
- **Form AO78 Federal Judiciary Application Form which can be found at: www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf;**
- **Three (3) business/professional references with name, affiliation, and contact information;**
- **Salary History for prior three (3) years;**
- If a current Federal Civilian Employee – **your latest Personnel Evaluation and your latest SF-50;**
- If a current or recently discharged or retired military member - **your latest Officer Evaluation Report (OER), Enlisted Evaluation Report (EER) or equivalent, and a copy of your DD Form 214; and**
- **All documents must be in PDF format and are to be E-mailed as a single attachment. Zip files and faxes will not be accepted.**

Send the application package in an Adobe PDF format to: osm_jobs@cfc.uscourts.gov. Please include the Title and Job Announcement Number in the subject line.

What to Expect Next

- The court will conduct an evaluation of each applicant's qualifications and materials after receipt of a complete application package.
- Applicants selected for an interview will be contacted. Interviews may commence immediately.
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.
- This is an "Excepted Appointment" and an "At Will" position. Federal Government Civil Service classifications or regulations do not apply.
- All appointments are subject to a full background check including an FBI Fingerprint Background Check, as well as periodic reinvestigation.
- If offered employment, such employment shall be provisional pending our receipt of the results of a mandatory Fingerprint and Background Investigation. Until the background investigation is satisfactorily completed, we may only hire you provisionally. The provisional nature of your hiring, however, will not affect your start date, salary, or other benefits.
- No phone calls please. Only those candidates selected for interview will be contacted.
- The United States Court of Federal Claims is an Equal Opportunity Employer