

Vacancy Announcement
Program Assistant
Education Division
Federal Judicial Center
Washington, DC 20002-8003

The Federal Judicial Center is the federal courts' agency for research and continuing education. Congress established the Center in 1967 as a separate organization within the federal judicial system at the request of the Judicial Conference of the United States. A nine-member board, chaired by the Chief Justice of the United States, determines its basic policies. The Education Division produces educational programs, materials, and resources for federal court of appeals, district, bankruptcy, and magistrate judges and for federal judicial branch employees, including persons serving in clerk of court, probation, and pretrial services offices.

The Center has two openings in its Education Division for program assistants. Under the direction of the designated supervisor, program assistants for the Education Division are responsible for the administrative, technical, and support functions associated with its various educational programs. Program assistant positions require overnight travel.

Major Duties and Responsibilities:

- Performs a variety of administrative functions to support face-to-face programs and web-based learning integrating technology as appropriate. Assignments include: preparing and disseminating correspondence, preparing forms and financial documents, maintaining databases, maintaining office files, routing paperwork, scheduling and assisting with web conferences, and preparing meeting rooms and materials.
- Assists in ensuring that all face-to-face and technology-based meeting arrangements are satisfactory and complete. For face-to-face programs, incumbent participates in site selection and coordinates with hotel or other host staff concerning administrative and financial matters. When distance technology is used, incumbent assists with technical arrangements and coordinates with faculty and participants.
- Performs a liaison function both within and outside of the Center. Answers queries from judges, program faculty, court personnel and Center staff regarding division services, programs, and related travel, hotel and training information. Incumbent exercises discretion concerning which calls can be handled personally and which require action from other staff.
- Prepares and disseminates surveys and other needs assessment tools to determine education and training needs of client groups.

- Works on designated parts of programs with the appropriate staff members and obtains/prepares program materials for distribution in hard copy and electronic formats.
- Provides, as required, administrative, secretarial and logistical support for faculty and participants at division seminars and workshops.
- Tabulates data on program participants, costs, and hours, as well as statistical information from evaluation forms for training activities. Incumbent prepares program evaluations and works with staff to develop summaries, as appropriate, from completed forms.
- Bears responsibility for a variety of travel- and technology-based training course logistics. Incumbent prepares participant and workshop documents and e-mails or mails all pertinent information to the participants and to the training site. Incumbent estimates the cost of the seminar and prepares financial documents for review and signature by senior Center staff. Incumbent is responsible for financial closeouts.
- Formats all draft material to be stored for future reference or use on personal computers. This requires accurate typing of draft materials for future referral and use of form letters, mailing lists, forms, standard documents, etc. Incumbent also prepares the final drafts of any materials that are to be published, such as manuals, brochures, and information packets.
- Creates and maintains new program records and posts program materials using a Drupal content management system, which generates data feed submissions to the Center's intranet site.
- Keeps up to date in the use of new technologies to provide administrative and logistical support for in-person, web-based and distance learning programs.
- Performs other duties, either as assigned or on the incumbent's initiative, that are necessary for regular or special projects undertaken by the division.

Qualifications:

- At least 4 years of work-related experience (a bachelor's degree may be substituted for experience)
- Solid computer, database and technology skills
- Excellent organizational and administrative skills
- Excellent oral and written communication skills
- Keen attention to detail
- High level of self-motivation
- Ability to work independently and as a team member
- Ability to work concurrently on multiple programs and projects

Salary and Benefits:

The starting salary is set at \$39,840. A higher starting salary, but not to exceed \$41,832, may be considered based upon the successful candidate's current salary. The FJC uses a payband compensation system. This position falls in the Center's payband II which has a salary range up to \$75,403, although not all incumbents in payband II positions can expect to reach the top of the range.

Federal government benefits are applicable. An array of supplemental benefits are also offered including a transportation subsidy and a flexible benefit program allowing for pre-tax deductions for health insurance, health care, dependent care, and commuter expenses. The Center will consider a variety of flexible work arrangements for its employees including flextime and compressed schedules; partial telecommuting is also available on a case-by-case basis. The FJC is located in the Thurgood Marshall Building, conveniently situated to public transportation directly beside Union Station. The Marshall Building houses a child development center and a health fitness facility for its tenants.

The position does not carry the tenure rights of positions in the competitive civil service.

Application Procedures:

In a cover letter referring to Announcement #13-04, please indicate specifically how you satisfy all of qualifications listed above. Applications without the required cover letter or with cover letters that do not address the qualifications will not be considered. Along with the cover letter, please include a current resume. All applications should be directed to:

Federal Judicial Center
ATTN: Human Resources Office, Room 6-190
Announcement #13-04
One Columbus Circle, NE
Washington, DC 20002-8003

To receive full consideration for this position, applications must be received by close of business January 17, 2014. Please refer to Announcement #13-04 on your application.

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