Vacancy Announcement
Administrative Services Coordinator
Office of Administration
Federal Judicial Center
Washington, DC 20002-8003

The Federal Judicial Center (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 Center's Office of Administration consists of three departments: Financial Management, Human Resources, and Administrative Services. This office is responsible for managing and executing all financial, budget, procurement, human resources, administrative and facility support activities in support of the Center's statutory mission.

The Center has an opening for an enthusiastic and customer service oriented Administrative Services Coordinator. Under the general supervision of the Administrative Services Manager, the incumbent is primarily responsible for configuring furniture arrangements in meeting rooms, maintaining conference room calendars, managing incoming and outgoing mail and deliveries, and supporting a variety of other administrative services functions.

DUTIES AND RESPONSIBILITIES:

The incumbent's primary duties and responsibilities include:

- Reviews and approves reservation requests and manages the scheduling of ten conference rooms. Maintains accurate calendars, resolves scheduling conflicts, communicates room confirmations and changes, and ensures optimal utilization of space.

- Configures and arranges furniture in meeting and conference spaces to support programs and events hosted by both the Center and other agencies located within the building. This includes interpreting room setup requirements, coordinating timing of room transitions, and ensuring spaces are properly prepared and restored following events.

- Oversees all incoming and outgoing mail and shipments for the Center, including USPS and FedEx deliveries, vendor shipments, and outgoing packages.

- Coordinates and tracks deliveries, handles large or specialized equipment shipments, and works closely with the loading dock to ensure timely and secure processing. Must be able to lift and move packages and equipment weighing more than 50 pounds.

- Initiates and tracks service requests related to facility maintenance issues or needs, and ensuring timely resolution of service requests.

- Provides general administrative support, including answering and directing phone calls, responding to routine inquiries, and coordinating delivery and pickup logistics with the loading dock and internal offices.

- Performing other duties, either assigned or at the incumbent's initiative.

In addition to primary duties, the incumbent serves as a key backup for other administrative functions, including:

- Acting as primary backup for ordering office supplies for the Center.

- Serving as primary backup for the copy center, including operating equipment and completing large, complex, or high-volume copy and print jobs with accuracy and efficiency.

- Providing backup support for communications with supply and furniture vendors, assisting with preparation and processing of purchase orders, and placing service calls for copy machine maintenance and repairs as needed.

MANDATORY QUALIFICATIONS:

- Bachelor's degree in business administration or a related field, or at least three years of progressively responsible, relevant work experience in lieu of a degree.

- Possesses excellent customer service skills, including the ability to interact professionally with internal and external customers or stakeholders.

- Demonstrated attention to detail with a consistent record of producing accurate, and high-quality work.

- Strong written and verbal communication skills, with the ability to work collaboratively as part of a team.

- Proven ability to manage and reprioritize multiple tasks simultaneously and perform effectively in a fast-paced environment.

- Willingness and ability to work a flexible schedule, including occasional adjustments to support in-person programs and events.

- Ability to carry out responsibilities independently with minimal supervision, exercising sound judgment and initiative.

- Physical ability to stand for extended periods and to lift and move heavy items, typically ranging from 30 to 60 pounds or more, as required.

DESIRABLE QUALIFICATIONS:

- Familiarity with or ability to learn automated equipment and software.
- Familiarity with federal government administrative procedures, including service request systems.
- Ability to anticipate operational needs and proactively identify and resolve issues before they escalate.

SALARY AND BENEFITS:

The starting salary is set at $64,133 (includes 2026 D.C. locality). This position falls in the Center's pay band 3, which has a salary range up to $120,234. For a successful candidate not currently a member of the Center staff, a higher starting salary, not to exceed $67,340 (includes 2026 D.C. locality) may be considered if the candidate furnishes proof that their current salary falls above the pay band 3 minimum salary of $64,133 (includes 2026 D.C. locality), in which case the Center would match that salary up to the starting salary limit of $67,340. This is the maximum starting salary, and it is non-negotiable. If the successful internal candidate's salary falls above the range minimum, that salary will be matched up to their current salary.

Federal government benefits are applicable. An array of supplemental benefits is 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 FJC is in the Thurgood Marshall Federal Judiciary Building, conveniently situated to public transportation directly beside Union Station. The Marshall Building houses a child development center, a health fitness facility, and a cafeteria for its tenants.

The position is in Washington, D.C. and the selected candidate must be prepared to work in the Thurgood Marshall Federal Judicial Building (TMFJB) on a regular basis. This position provides limited telework options. The Center does not pay for relocation expenses; however, Center employees receive reimbursement for all official business travel.

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

APPLICATION PROCEDURES:

In a cover letter referring to Announcement #26-05 please indicate specifically how you satisfy the 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 that specifies dates of employment and responsibilities for all related positions. Applicants should not include detailed application information in the transmittal email and should attach **only a single PDF document containing the combined cover letter and resume.** Name the file using your last name, first name, and the announcement number, as follows: Lastname.Firstname.26-05.pdf.

All applications should be submitted by email to: personnel@fjc.gov.

When applying, please refer to Announcement #26-05. This vacancy will remain open until filled, but **to assure full consideration, your application must be received by 11:59 p.m. on March 20, 2026.**

KEY REQUIREMENTS:

- Selectee must be a United States Citizen, subject to the exceptions enumerated at https://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary.
- Selectee must favorably complete a background investigation.
- Relatives of Center staff members may not be employed at the Center in any capacity.
- All requirements must be met for full consideration.

The Federal Judicial Center is an Equal Opportunity Employer and is committed to achieving a diverse workforce and an inclusive work culture. It strives to maintain a professional and collegial workplace in which everyone is valued and treated fairly and respectfully.