

**UNITED STATES DISTRICT COURT
DISTRICT OF MASSACHUSETTS**



NOTICE OF VACANCY

POSITION TITLE: Project Coordinator

POSITION TYPE: Full-Time Regular (FTR), Excepted Service

ANNOUNCEMENT #: #17-05

LOCATION: Boston, Massachusetts

CLASSIFICATION LEVEL: CL 25 (Salary Range \$43,832 - \$71,282 per year)*
* Starting salary usually in the low to middle portion of the range provided above, depending upon qualifications and experience. Promotion to a higher level may be possible at a future date, depending on the need to increase the responsibilities of the position.

OPENS: May 30, 2017 **CLOSES:** Open Until Filled
(Initial review in mid to late June)

The U.S. District Court Clerk's Office currently is accepting applications for a full-time Project Coordinator. The position is located in the District Court Clerk's Office in Boston, Massachusetts.

Representative Duties:

- Primary leadership role in the planning and coordination of the court Lindsay and Nelson Fellows programs, including, but not limited to acting as a mentor for the Fellows, developing the program, planning and scheduling events, contacting external volunteers and agencies, etc. Plans and implements all alumni outreach activities associated with the programs.
- Helps develop and update court social media resources, including websites and other public information systems.
- Coordinates, receives, reviews and establishes virtual press box accounts and issues media credentials.
- Assists with event coordination for large ceremonies of up to 2,500 persons.
- Position is based within the Procurement department and serves as a back-up to others, as needed.

- Other duties, as assigned.

Minimum Qualifications/Requirements:

- High school graduation or equivalent; College degree preferred;
- Two years of general work experience that indicates the candidate possesses or has the ability to acquire the particular knowledge and skills needed to perform the duties of the position (Education above the high school level may be substituted for required general experience);
- One year or more of progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which demonstrates the candidate has the ability 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;
- Candidates should be mature, responsible, poised, possess tact, diplomacy, good judgment, analytical skills, initiative and excellent customer service skills;
- The incumbent must have strong verbal and written communication skills, communicating effectively across the organization including with judges, other court units, the bar and the public;
- The incumbent must be computer literate, including proficiency with word processing, spreadsheets, Adobe Acrobat and other basic computer software programs, as well as skill in updating website content;
- Skill in organizing one's own work, prioritizing work assignments, recognizing and analyzing problems and recommending alternative solutions;
- Ability to complete work assignments timely and deliver a quality work product;
- Experience assisting with planning, organizing and handling logistical arrangements for meetings and events, and skill in negotiating to resolve problems and manage scheduling conflicts;
- Commitment to public service;
- Applicants must be U.S. citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States.

Preferred Qualifications:

- Bachelor's Degree;
- Experience working in a state or federal court.

FBI Background Investigation

Applicants considered for this position will undergo a Federal Bureau of Investigation (FBI) background investigation defined as a technical fingerprint search of the criminal history records of the FBI national fingerprint database to determine if there is an arrest record on the individual.

Benefits:

A generous benefits package is available and includes the following:

- Ten (10) paid federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program(FEDVIP)

- Flexible Benefits Program
- Life insurance benefits under the Federal Employees' Group Life Insurance Program (FEGLI)
- Long Term Care Insurance options through the Office of Personnel Management (OPM)
- Transit Subsidy Program.

Hours:

8:30 AM to 5:00 PM, with some early morning or extended hours, as needed.

How To Apply:

Submit all of the following documents as one pdf. (1) a cover letter, (2) a current resume, (3) a list of three professional references with current contact information, and (4) a completed AO-78, Application for Federal Judicial Branch employment (version dated 10/09) to:

United States District Court
Attn: Human Resources
Vacancy #17-05
John Joseph Moakley U.S. Courthouse
1 Courthouse Way, Suite 2300
Boston, MA 02210

Applications also accepted by e-mail: usdcmajobs@mad.uscourts.gov

Note: If you apply by e-mail, please make certain the code **HR Mail Vacancy #17-05, Project Coordinator**, appears in the subject line of your e-mail correspondence to usdcmajobs@mad.uscourts.gov.

The Application form (AO-78, version dated 10/09) is available on our website in fillable format at www.mad.uscourts.gov. Please print or type all information. If your application does not provide all information requested, or if your applicant packet is not complete, you may lose consideration for this position.

Information For Applicants:

Employees of the United States District Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. Applicants must be U.S. citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

The U. S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein.

The Federal Financial Management Reform Act requires direct deposit of federal wages. Completion of a six month probationary period is required.

Due to the expected high volume of applicants for this position, the U.S. District Court will only make contact with those qualified applicants who will be invited to interview.

NO FAXES PLEASE

EQUAL OPPORTUNITY EMPLOYER