

UNITED STATES DISTRICT COURT
DISTRICT OF COLUMBIA
PROBATION OFFICE

GENNINE A. HAGAR
CHIEF UNITED STATES PROBATION OFFICER

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JOB OPPORTUNITY

Announcement Number: 09-DC-03

Position Title: Property and Facilities Administrator
(Part-Time, Temporary, Not to Exceed One Year & One Day)

Salary Range: CL 26 (Salary Range: \$44,403 - \$72,175)
Depending on Qualifications

Position Location: Washington, D.C.

Open Date: March 9, 2009

Closing Date: Open Until Filled

Open to all qualified sources.

DUTIES AND RESPONSIBILITIES: The Property and Facilities Administrator position is located in the United States Probation Office, Washington, DC. The successful candidate will be responsible for the following duties and responsibilities:

- Conduct inventories of accountable and non-expendable property. Update inventory database as needed.
- Conduct consistent, routine inspections of office facilities to identify problem areas and report service requests with follow-up as needed to the General Services Administration (GSA) and/or Melwood.
- Identify tenant alteration cyclical maintenance projects. Work with the GSA to generate cost estimates. Monitor project work; certify payment invoice for approval.
- Receive, respond to, and resolve housekeeping, space, and copier issues.
- Create and maintain necessary files related to inventory management, facilities maintenance, tenant alterations, and cyclical maintenance.
- Develop and maintain 'Desk Reference' which outlines how things are done in primary work areas.
- Provide policy and procedure input to the Office Manual; advise senior management as requested.

- Work with other court units to maximize work place efficiency.
- Perform other duties as directed.

JOB REQUIREMENTS:

- Good knowledge of government procurement policies and procedures.
- Good knowledge of the Probation Office's needs and usage of supplies, equipment, and forms.
- Good knowledge of inventory practices and software.
- Ability to communicate with requesters to determine actual needs, and ability to negotiate with vendors.
- Frequent lifting of boxes and moving of equipment is required.
- Ability to lift and/or move items weighing up to 50 pounds.

QUALIFICATIONS:

To qualify for this position at the CL 26 (GS 10) level, the successful applicant must be a high school graduate or equivalent, and possess three years specialized experience, including at least one year equivalent to work at the CL-25. For placement at salary levels above minimum up to and including step 25, (considering court-preferred skills and an evaluation of quality of experience), at least two years specialized experience equivalent to work at CL-25. In addition, the applicant must possess progressively responsible administrative, office, or other work experience which indicates the possession of the knowledge and skills needed to perform the duties of the position.

Preferred experience: Proficient in WordPerfect X3, Excel, Access, Lotus Notes, Adobe Acrobat, and various inventory databases.

EMPLOYEE BENEFITS: Part-time employees work on a prearranged schedule, and are eligible, on a prorated basis, for a full range of benefits to include retirement, health and life insurance, flexible benefits, long-term care insurance, as well as annual and sick leave. The United States Probation Office for the District of Columbia currently offers a flexible work schedule program, an onsite physical fitness facility, public transportation vouchers (Metrochek), and an employee recognition program.

CONDITIONS OF EMPLOYMENT: United States Citizenship is required for consideration for this position.

A successful preliminary background check is required for employment in this position. The Probation Office will complete an investigation of criminal records, motor vehicle records, credit reports, and employment checks.

Each recipient of Federal wage, salary, or retirement payments shall designate one or more

financial institution or other authorized payment agents and provide the payment certifying or authorizing agency information necessary for the recipient to receive electronic funds transfer payments through each institution so designated, pursuant to the Federal Financial Management Act of 1994 [Title V, Section 402, section 333.2].

Selection will be made consistent with the provisions of the Equal Opportunity Plan adopted by the United States District Court for the District of Columbia.

A complete position description is posted in the United States Probation Office for the District of Columbia.

APPLICATION PROCESS:

QUALITY RANKING FACTORS: Applicants must submit a narrative statement addressing the factors listed below. Each factor should be addressed separately. **(MANDATORY)**

1. Describe your experience conducting an inventory of accountable property and maintaining an inventory database. Provide examples of the databases used.
2. Describe your experience in identifying and coordinating tenant alteration and cyclical maintenance projects.

To apply for this “at will” position, applicants must submit:

- ▶ cover letter
- ▶ AO-78 (Application for Federal Judiciary Employment) (required) (To obtain the AO-78, go to www.uscourts.gov and click on Careers.), and
- ▶ narrative statement addressing each mandatory quality ranking factor

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