

# Notice of Career Opportunity

## United States District Court Eastern District of Missouri



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**Posting Date:** 03/18/2024  
**Vacancy Number:** MFA-324  
**Position Title:** Mailroom and Facilities Assistant  
**Salary Range:** CL 22 (Step 1: \$32,403-Step 61: \$52,716)  
CL 23 (Step 1: \$40,155-Step 61: \$65,277)  
(Classifications dependent upon qualifications) \*Step 25-61 in the Full Performance Range requires approval by the Administrative Office. May be promoted to a CL24 (Step 1: \$44,458-Step 61: \$72,308) without further competition.  
**Position Location:** St. Louis, MO  
**Closing Date:** Open until filled - *applications considered as they are received*

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### Position Summary

This position is located in the District Court headquarters office in St. Louis, MO. This position performs in a consolidated administrative services department providing shared services support to the District Court Clerk's Office, Chambers, Probation and Pretrial Services. This position reports to the Procurement Administrator. Duties include ensuring the court mailroom function optimally while also supporting additional procurement and facilities duties as needed. The incumbent assists in performing manual and administrative work related to procurement and facilities day-to-day building management issues. The Mailroom and Facilities Assistant supports compliance with appropriate guidelines, policies, and approved internal controls.

### Summary of Representative Duties and Responsibilities

- Sorts and distributes mail and receipts checks
- Receives deliveries and prepares and packages supplies for shipment
- Coordinate shipments and shipping accounts
- Maintains an inventory of court property
- Account representative for contracted vendors
- Basic procurement responsibilities and spreadsheet tracking
- Assists with Space & Facilities tasks including the following:
  - Distributing and moving furniture, materials, supplies and equipment
  - Troubleshoots and makes miscellaneous repairs (including furniture, copiers, and mail equipment)
  - Assists with conference room and courtroom setup
  - Moves/transport property as required. Frequent lifting of boxes, small furniture or equipment is required, possibly up to 30 lbs. Work is performed in an office setting.

- Assists Procurement Administrator with installation and/or removal of furniture and furnishings.
- Checks deliveries and packing slips against purchase orders for type, quantity, and condition. This includes unboxing and occasional assembly of small items.
- Routes supplies to requestor or inventory, as required.
- Oversees maintenance service or repairs on copiers, postage meters, furniture and other court equipment, as needed.
- Assists with coordination and setup of special events.
- Periodically responsible for research, organization, and implementation of small projects.
- Other duties as assigned, and some travel may be required.

### **Qualifications and Educational Requirements**

Qualifications must be met at the time of application. The successful candidate must possess the following:

- High School or equivalent is required. Bachelor's degree in business or other related field preferred or equivalent experience
- 1-3 years Mailroom, Procurement or Purchasing experience preferred.
- Consistent, high quality past job performance demonstrating sound ethics and judgment.
- An attendance record that indicates reliability and commitment.
- Excellent verbal and written communication skills (grammar, spelling, punctuation, etc.)
- Excellent organizational skills and detail oriented.
- Ability to take initiative, manage multiple tasks, respond to requests on short notice and meet deadlines.
- Ability to be tactful and work cooperatively with others, including judicial officers, the bar, the public and colleagues. Ability to maintain confidentiality. Strong sense of personal and professional integrity.
- Proficient in the use of Microsoft Excel and Word, in conducting internet searches, in the use of computer file structure and other computer applications. Proficient in developing spreadsheets.

Minimum Experience and Education Requirements:

CL-22 High school graduation or equivalent\*

CL-23 High school graduation or equivalent and two years general experience.

CL-24 One year of specialized experience equivalent to work at CL-23.

\*As used in these standards, "Equivalent to a high school graduation" can be either a G.E.D. or other recognized certificate, or a like number of years of clerical experience (for example, one year of clerical experience equals one year of high school).

\*Specialized experience is defined as progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities 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.

## **Benefits**

Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are at will and can be terminated with or without cause.

11 Paid holidays

13 Sick days per year accrued

13 Paid Vacation days for less than 3 years of service

20 Paid Vacation days for 3 to 15 years of service

26 paid Vacation days 15 or more years of service

Family Medical Leave Act Provisions

Position is subject to mandatory Electronic Funds Transfer participation for net pay.

Health Insurance Benefits (variety of plans)

Life Insurance

Long Term Care Insurance

Flexible Benefits

Federal Employee Retirement Plan

Thrift Savings Plan with Investment Options

## **Background Investigation Requirements**

This is a Sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of an OPM background investigation and a favorable suitability determination. Investigative updates are required every five years. A social media inquiry may also be a condition of employment.

## **Application Procedure and Information**

Applicants must be United States citizens or eligible to work in the United States. Appointment is contingent upon providing proof of United States citizenship or proof of authorization to work in the United States as required by the Immigration Reform and Control Act of 1986. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. Applicants may be asked to participate in proficiency tests.

Qualified persons are invited to submit:

- a letter of application,
- current résumé,
- completed application for judicial branch employment, form AO-78 (available at <http://www.uscourts.gov/forms/AO078.pdf>)
- contact information for three professional references

Application materials may be submitted via e-mail to the following address:

[Moed\\_employment@moed.uscourts.gov](mailto:Moed_employment@moed.uscourts.gov)

Only candidates selected for an interview will be contacted. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

***Equal Opportunity Employer***