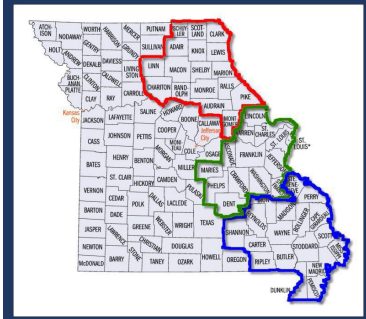
UNITED STATES CLERK'S OFFICE

EASTERN DISTRICT OF MISSOURI

Nathan M. Graves, Clerk of Court

CAREER OPPORTUNITY

111 South 10th Street
St. Louis, MO 63102
www.moed.uscourts.gov



JUDICIARY BENEFITS

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays (11)
- Flexible Work Schedule
- Pre-tax Benefit Programs
- Health Insurance
- Vision/Dental Insurance
- Group Life Insurance
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP)- 401 (k)-styled program with up to 5% match
- Employee Assistance Program
- Parking/Commuter Benefit Program
- Virtual Judiciary Online University

Space and Facilities Coordinator
VACANCY #: SFC-1026

Duty Station: St. Louis, MO

Status: Full-Time Permanent

Salary Range: CL 26/1-61 $55,752-$90,608

CL 27/1-61 $61,248-$99,561

With promotion potential to the CL28

Posted: October 30, 2026

Reports To: Procurement and Facilities Manager

Transfers: Yes

**Classification dependent on qualifications. *Step 26-61 in Full Performance Range requires approval by the Administrative Office.*

Closing Date: Open until filled

POSITION SUMMARY

The Space and Facilities Coordinator is located in a consolidated administrative services department and supports the District Court Clerk's Office, Chambers, Probation, and Pretrial Services. The Space and Facilities Coordinator has primary responsibility for the management and oversight of all space and facilities projects initiated by the court or the General Services Administration (GSA). Responsibility includes the planning, design, technical review and financial management planning for all space and facilities projects, and district-wide coordination of all building activities for the court unit. The Space and Facilities Coordinator oversees the Clerk's Office mailroom, supervises the Mailroom and Facilities Assistant and reports to the Procurement and Facilities Manager. The position is located in the District Court headquarters office in St. Louis, MO.

Summary of Representative Duties and Responsibilities

- Manage space and facilities projects, including creating project budgets, project schedules, and preparing project scope to guide specifications. Translate functional requirements into a space-needs plan and define the project's design objectives. Review construction drawings and specifications, analyze cost estimates, negotiate fees and costs, and resolve issues from preliminary design through construction.
- Coordinate the efforts of various entities to ensure timeliness in the accomplishment of successive phases of the construction plan. Conduct meetings with all concerned parties to review progress, discuss problems, and develop solutions. Ensure all parties are advised and kept aware of requirements and plan changes.
- Review GSA contract specification documents and blueprints to ensure compliance with the *U.S. Court Design Guide*, and the court's preference. Document and report deviations or non-compliance issues. Participate in all project planning and design meetings.
- Perform cost evaluation and control at each step of the project to ensure the budget plan is adhered to and the project remains in compliance with stated objectives.

HOW TO APPLY

Applicants must submit all documents listed below in ONE PDF FILE to **MOED_employment@moed.uscourts.gov**

Subject of Email: SFC 1026

1. Letter of Interest
   - Your skills and experience, with an explanation of how those skills and experience may contribute to the organization.
   - How your overall experience and preparation relates to the stated duties and responsibilities.
2. Current resume
3. Professional References
4. AO 78 Application for Federal Judicial Branch Employment* found here.

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.
Citizenship-Requirements-Employment-Judiciary.pdf

Learn More About Judiciary Policies

The organization reserves the right to assign and/or reassign an employee to any location within the district based on the needs of the organization.

- Make recommendations to appropriate individuals regarding improvements, changes in procedures, or other actions.
- Conduct construction site visits to monitor progress and compliance with the *U.S. Courts Design Guide* and prepare progress reports and punch lists for work that remains to be accomplished.
- Works with Procurement and Facilities Manager to develop furniture layouts and assist in selection and procurement of furniture and furnishings. Prepare purchase orders and payment authorizations.
- Create move coordination plans which include detailed schedules and phasing plans, including the movement of electrical, data, telecommunications equipment and lines. Serve as move coordinator.
- Maintain Contracting Officer certification by completing biennial continuing education requirements as certified by the Procurement Liaison Officer. As Contracting Officer, process and sign purchase orders and contracts for the purchase of products and services. Ensure purchase is authorized, funding is available, the appropriate delegations of authority exist, and adequate competition took place in accordance with the estimated dollar value of the procurement. Provide contract administration and oversight. Track expenditures.
- Prepare Reimbursable Work Authorizations (RWA) and appropriate correspondence for new or renovated space and facilities and overtime utilities and submit for approval. Verify RWA charges and authorize payment. Prepare purchase orders and payment authorizations in automated system.
- Works with Procurement and Facilities Manager to prepare all court reports and requests for space which involve surveys of existing space and new space requirements due to new judges and/or courthouses. Coordinate such requests with the Procurement and Facilities Manager and the Administrative Office.
- Coordinate routine and cyclical building maintenance, repairs, renovations and security system installations with the U.S. Marshal's Service, the General Services Administration, or others, as applicable. Maintain database of all cyclical maintenance.
- Supervises the Mailroom and Facilities Assistant. Prepares performance evaluations, manages leave and provides day-to-day oversight, leadership and guidance to the Mailroom and Facilities Assistant.
- Reconcile and verify court space with GSA drawings and statements and attend all building security and tenant meetings, as required.
- Assist the Custodial Officer with furniture inventory.
- Reviews all district court spaces and makes schedule recommendations for cyclical maintenance of carpet, paint, wallcoverings, and other cyclical replacement items.
- Initiates and coordinates Delegation of Authority requests with GSA and manages those projects directly with the vendor.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

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

- Bachelor's degree in business or other related field strongly preferred or equivalent experience. Project management certification preferred.
- 1-3 years procurement and/or facilities experience required.
- Able to read and interpret architectural blueprints and drawings. Proficient using AutoCAD is strongly preferred.
- 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.
- 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 attention to detail are required to ensure accurate facility and purchasing records that prevent personal liability for the Court Unit Executive (CUE).
- 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, GSA, contractors, the public and colleagues. Ability to maintain confidentiality. Strong sense of personal and professional integrity.

To qualify for the CL26 a minimum of one year of specialized experience equivalent to work in a CL25 level is required. To qualify for the CL27 a minimum of one year of specialized experience equivalent to work in a CL26 level is required. *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.

The position is eligible for future promotion to the CL28 after completion of at least two years at the grade CL27 and a bachelor's degree or a current Project Management Professional (PMP) certification.

BACKGROUND INVESTIGATION REQUIREMENTS

This is a High Sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of fingerprints, OPM background investigation and credit check and a favorable suitability determination. Investigative updates are required every five years.

All applicant information is subject to verification. Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after hire.

SELECTION PROCESS/CONDITIONS OF EMPLOYMENT

After review of the application packets, highly qualified applicants will be invited in for one or more personal interviews. Due to the volume of applications received, only applicants who are selected for interview will receive a written response regarding their application status.

Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judiciary Policy, and are bound by the Code of Conduct for Judicial Employees. Link The Code of Conduct for Judicial Employees Link: Your Employee Rights and How to Report Wrongful Conduct | Eastern District of Missouri | United States District Court

Direct deposit of pay is required. Positions with the U.S. Courts are “excepted service” positions and employees serve “at will.”

In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Court may elect to select a candidate from the applicants who responded to the original announcement without reposting the position.

The U. S. Clerk's Office reserves the right to amend or withdraw any announcement without written notice to applicants.