



UNITED STATES DISTRICT COURT DISTRICT OF ALASKA

ADMINISTRATIVE SPECIALIST

Announcement Number USDC 26-07
Announcement date September 23, 2026
Terms of Employment Full-Time, 40 hours/week
Closing Date October 5, 2026
Salary Range CL 27/\$67,539 to \$109,789 (salary commensurate with experience plus 1.49% COLA)
Location Anchorage, Alaska

The position will be shared with the United States Bankruptcy Court for the District of Alaska, with primary duties performed and overseen in the United States District Court for the District of Alaska. Duties with the Bankruptcy Court will be performed remotely or on-site as needed.

POSITION OVERVIEW – The Administrative Specialist will perform and coordinate administrative, technical, and professional work related to multiple administrative functions (such as human resources, training and development, travel, procurement, space and facilities, financial, and/or statistical maintenance), including ensuring compliance with the appropriate guidelines, policies, and approved internal controls. The incumbent will also provide administrative support related to assisting in procurement, day-to-day building management issues, and space and facilities projects.

REPRESENTATIVE DUTIES

- Formulate, implement, and administer human resources policies, procedures, and standards. Review, research, develop, and recommend human resources policies for the court unit. Create and maintain fair employment policies and practices and may serve as an employment dispute resolution coordinator. Provide advice on organizational structures and classification standards. Advise on human resources matters, procedures and practices. Ensure the accuracy of forms and documents.
- Conduct job analysis. Develop and update position descriptions. Administer the performance management system. Assist with grievance and adverse action procedures.
- Develop internal training programs for employees which may include researching potential training topics, planning, designing and evaluating learning programs. Coordinate, deliver, and evaluate training programs, including those developed in-house and developed by outside vendors. Arrange professional training credit opportunities for staff. Change or customize existing training programs. Maintain training plans and provide administration over professional development tracking systems. Respond to training requests identified by supervisors/managers including conducting surveys and interviewing staff, analyzing and

prioritizing operational needs, difficulties, and knowledge gaps.

- Administer human resources programs by providing guidance and ensuring related paperwork is completed to include payroll and benefits administration, classification and compensation, performance management and recruitment and selection. Process actions such as appointments, promotions, separations, terminations, and within grade increases. Conduct onboarding and offboarding of staff.
- Conduct assigned recruitment efforts, such as preparing vacancy announcements and ensuring positions are advertised according to the needs of the court unit; participating in job fairs and other recruitment events; reviewing applications for completeness. Coordinate interviews and maintain recruiting and hiring records.
- Maintain and audit leave tracking records, employee recognition program, Shared Services Agreements, Memorandums of Agreement/Understanding, and other Affiliation Agreements.
- Perform duties associated with the Court's budget in a decentralized budgeting environment. Perform and oversee reconciliation of receipts; prepare financial reports. Prepare bills for payment.
- Travel Coordination which may include gathering of travel authorizations, receipts and travel itineraries for travel vouchers, coordinating travel and lodging, and keeping updated of changes in travel regulations and policies.
- Assess requests for goods and services, ensuring they are allowable under limitations, restrictions, and policies. Verify that accounts have funds available for items being purchased.
- Procure authorized supplies, equipment, services, and furnishings from government and non-government sources through contracts, competitive bids, or existing government contracts.
- Perform purchasing activities ensuring procurement rules and regulations are followed. Monitor contracts and ensure terms are met. Prepare annual renewals of service agreements.
- Utilize and maintain systems used for tracking purchases.
- Adhere to the Guide to Judiciary Policy regarding procurement program policies, procedures, and practices. Adhere to the court's internal control procedures and separation of duty practices.
- Assist in monitoring and overseeing space and facilities project work. Assess, document, prioritize, and respond to project problems.
- Monitor, coordinate, and react to day-to-day facilities management issues, which may involve structures, building systems, technology, and security.
- Participate in special projects related to administrative service functions.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

A bachelor's degree or other higher education degree in a field of academic study related to human resources, business management, or another similar field of study. A performance history that demonstrates skills and experience in human resources management practices and administrative processes, such as recruitment and hiring, classification and compensation, benefits, performance management, adverse action procedures, employee relations, and equal employment opportunity policies.

The ideal candidate would also possess the following qualifications:

- Skills in gathering and analyzing information to process and perform human resources activities according to policies, procedures and internal controls.
- Ability to handle a variety of personnel issues with a calm approach which includes a variety of subject areas and transactions while tactfully maintaining confidentiality.
- Ability to assist in the review of organizational functions and make recommendations on staffing, structure, and other human resources matters.
- Applications and tool experience or ability to learn, which may include, but is not limited to: Outlook, Word, Excel, Microsoft Forms, Teams, OneDrive, OneNote and SharePoint.
- Ability to learn the position duties from a combination of training resources which includes but is not limited to; recorded PowerPoints, reading established agency policies and procedures, Guide to Judiciary Policy, on the job training and other required position related material.
- Excellent customer service skills and the ability to deal with a wide variety of people tactfully and courteously.

For current federal employees, salary placement will be determined by highest previous grade, step and experience.

EXEMPLARY WORKPLACE

The U.S. District Court Clerk's Office for the District of Alaska is committed to promoting and maintaining an exemplary workplace where all people are treated with fairness, dignity, respect, civility, and tolerance.

BENEFITS

The U.S. District Court falls within the Judicial Branch of the U.S. Government. The U.S. District Court requires employees to adhere to the [Code of Conduct for Judicial Employees](#). Judiciary employees serve under the "Excepted Appointment" and are considered "At-Will" employees. As such, employment may be terminated by either the employer or the employee with or without cause. Benefits include participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrifts Savings Plan (similar to a 401(k) plan with employer matching contributions), paid holidays and annual/sick leave accrual. An overview of Federal Judiciary benefits is accessible at: <http://www.uscourts.gov/careers/benefits>.

HOW TO APPLY -

Qualified candidates must submit ALL of the following documents in ONE format:

- 1) A cover letter detailing how your qualifications meet the job requirements;
- 2) A current resume;
- 3) A list of three professional references who can be contacted; and
- 4) [Application for Judicial Branch Federal Employment, form AO 78](#).

Attachments should be submitted as Microsoft Word or Adobe Acrobat .pdf documents to HR@akd.uscourts.gov.

*This position is subject to mandatory electronic direct deposit of salary payments. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal or an offer of employment, or dismissal after being employed. **The United States District Court is an Equal Opportunity Employer***