



**DAVID CREWS**  
Clerk of Court

**Oxford**  
911 Jackson Ave.  
Oxford, MS 38655

**Aberdeen**  
301 W. Commerce St.  
Aberdeen, MS 39730

**Greenville**  
305 Main St.  
Greenville, MS 38701

[www.msnd.uscourts.gov](http://www.msnd.uscourts.gov)

### **Important Dates**

**Opening Date:**  
June 17, 2024

**Closing Date:**  
July 17, 2024  
or until filled

**Apply to:**

[hr@msnd.uscourts.gov](mailto:hr@msnd.uscourts.gov)

*The U.S. District Court for the  
Northern District of  
Mississippi is an Equal  
Opportunity Employer.*

# **CAREER OPPORTUNITY**

## **UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF MISSISSIPPI**

Position: Space and Facilities Specialist  
Vacancy #: 24-104  
Classification: CL 26 (\$66,036 to \$85,844 – actual salary to be based on qualifications and experience)  
Promotion potential to CL-27 without further competition  
Location: Oxford, Mississippi  
Appointment: Full-time Permanent

### **POSITION OVERVIEW**

The United States District Court for the Northern District of Mississippi is hiring a Space and Facilities Specialist. The incumbent performs and coordinates administrative, technical, and professional work related to day-to-day building management issues, space planning, and space and facilities projects, including conducting inventories and ensuring compliance with the appropriate guidelines, policies, and approved internal controls. Space and facilities specialists may lead the work of technicians or related administrative support staff. This position will entail occasional travel to Aberdeen and Greenville, and infrequent overnight travel to other sites.

### **REPRESENTATIVE DUTIES**

- Monitor, coordinate, and respond to day-to-day facilities management issues, which may involve structures, building systems, technology, grounds, security, and space planning.
- Use procurement authority to plan, specify, and acquire furniture.
- Coordinate the transfer and moving of workstations, furniture, and materials, ensuring safety protocols are followed. Design space and furniture plans to optimize space utilization.
- Monitor project work and assess, document, prioritize, and respond to project problems. Attend and participate in project or construction meetings as a representative of or advisor to the court's management team.
- Work with the General Services Administration (GSA), project architects/managers, and/or with independent project consultants to ensure project completion. Plan and coordinate finishes for facility spaces.
- Coordinate space and logistical requirements for special events.
- Oversee district inventory asset management program.
- Work with court units to maximize workplace efficiency.
- Maintain files related to facilities management, space planning, and space and facilities projects.
- Coordinate parking for Judges, employees, guests, vendors, and contractors.
- Perform other duties as assigned.

## BENEFITS:

- Paid Annual & Sick Leave
- 11 Paid Holidays
- Employer subsidized Health Insurance
- Group Life Insurance
- Supplemental Vision/Dental Insurance
- Retirement Benefits Plan (FERS)
- Thrift Savings Plan (TSP)
- Flexible Spending Accounts

## CONDITIONS OF EMPLOYMENT:

- All applicants must be a U.S. citizen or must be a lawful permanent resident (i.e., green card holder) seeking U.S. citizenship, or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.
- Completion of FBI Fingerprint Background Check with periodic reinvestigation, if applicable.
- Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. Retention depends upon a favorable suitability determination.
- Employees are subject to mandatory electronic funds transfer.
- Employees are considered “at will”.
- Employees are required to adhere to the [Code of Conduct](#) for Judicial Employees.

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## MINIMUM QUALIFICATIONS

Applicants must possess a high school diploma or equivalent, and have a minimum of one year of specialized experience that includes progressive responsibility in building maintenance, tenant alterations, and construction projects to establish a proficiency in the policies, procedures, and best practices of space and facilities management. Experience with government space and facilities regulations is preferred.

**Other Requirements:** The incumbent must be detail-oriented and possess strong interpersonal, organizational, customer service, and problem-solving skills; able to communicate accurately, effectively, and timely with colleagues, senior executives, and across agencies; skilled in the use of automated systems and software, including word processing, spreadsheets, and databases; and able to read and understand building plans and mechanical schematics.

## PREFERRED QUALIFICATIONS

- Bachelor's degree from an accredited college or university.
- Prior experience working on federal projects.

## APPLICATION PROCESS

Applicants must submit the following:

- Cover letter that supports your work experience as it relates to the position.
- Resumé that includes complete work and salary history, and education, including a list of references.
- A completed Application for Judicial Branch Federal Employment (Form AO-78) which is available at <https://www.uscourts.gov/services-forms/forms>.

Applications should be submitted via email (PREFERRED) to [hr@msnd.uscourts.gov](mailto:hr@msnd.uscourts.gov) (subject: Space and Facilities Specialist – 24-104). When submitting via email, documents should be submitted as a **single PDF document**.

Application will be considered complete when the online application and all required attachments (in proper format) are received.

Alternatively, applications can be submitted by mail or hand delivered to:

Human Resources Administrator  
U.S. District Court  
Northern District of Mississippi  
911 Jackson Avenue, Suite 369  
Oxford, Mississippi 38655

Envelope should reference MSND 24-104 and should be marked confidential.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, 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 Court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

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 or the inability to meet the conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed. All promotions are subject to approval by the Administrative Office of the U.S. Courts.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided.