



**UNITED STATES
DISTRICT COURT
DISTRICT OF MINNESOTA**

Human Resources Office
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HR-USDC@mnd.uscourts.gov

**Warren E. Burger Federal
Building and U.S. Courthouse**
316 North Robert Street
Room 100
St. Paul, MN 55101

**Diana E. Murphy
U.S. Courthouse**
300 South Fourth Street
Room 202
Minneapolis, MN 55415

**Gerald W. Heaney Federal
Building and U.S. Courthouse
and Customhouse**
515 West First Street
Duluth, MN 55802

**Edward J. Devitt U.S.
Courthouse and Federal
Building**
118 South Mill Street
Fergus Falls, MN 56537

**NOTICE OF JOB OPPORTUNITY
SPACE & FACILITIES ASSISTANT**

Vacancy Announcement #: 2025-05

ANNOUNCEMENT DATE: January 17, 2025

CLOSING DATE: Open Until Filled; preference given to applications submitted by February 7, 2025, 4:00 p.m. Central Time

POSITION: Space & Facilities Assistant, Full-time

STARTING LEVEL/SALARY: CL 24 (\$48,252 - \$78,421/annually) – Promotion potential to CL 25 after one year

AREA OF CONSIDERATION: Internal and External

LOCATION: Minneapolis, MN

PREFERRED JOB START DATE: February 2025

POSITION OVERVIEW

The Space & Facilities Assistant performs administrative and technical support to ensure that the Clerk's Office and chambers, are provided with the supplies, materials, and furniture required to function optimally, consistent with court policies and approved internal controls. Duties involve assisting with the procurement of supplies and furniture, assisting with furniture and chambers moves, and ad hoc facility related projects.

REPRESENTATIVE DUTIES

- Work with the Space and Facilities Specialist to coordinate the moving of furniture and equipment. Gather bids for, and execute, furniture moves. Report maintenance and repair problems to the General Services Administration. Serve in a back-up capacity as GSA liaison to relay building related issues to court staff.
- Address and follow through with furniture requests and repair requests.
- Assist with some maintenance tasks, such as hanging pictures, painting, moving furniture and boxes, and other facility related projects.
- Escort movers, delivery staff, document shredding crew, and other vendors throughout the courthouses.
- Maintain supplies in Minneapolis and Saint Paul supply rooms. Create supply order lists and place orders on-line for Purchasing's approval. Receive purchased supplies and check deliveries against purchase orders for type, quantity, and condition.



- Coordinate shredding services in all four Courthouses.
- Serve as the Disposal Officer for the court and manage the disposing of excess non-expendable property.
- Assist Procurement Specialists, Financial Administrator, and the Administrative Services Manager with follow-up to vendors and customers for the purpose of clarifying or expediting orders. Obtain quotes from vendors for supplies, furniture, and services.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent; and
- One year of specialized experience. Specialized experience is progressively responsible experience working with vendors to obtain bids; ordering goods and services; coordinating a variety of individuals to perform moves and furniture installation or similar work.

PREFERRED QUALIFICATIONS

- Knowledge of procurement and property management procedures and practices.
- Knowledge of supply vendors, and furniture manufacturer and repair vendors is desired.
- Demonstrated ability to work independently.
- Experience with electrical, flooring and/or wallcovering projects in a commercial setting is desirable.
- Experience with light property management tasks is desirable.
- Ability to coordinate vendors and staff.
- Ability to communicate information effectively (orally and in writing) to end users in a manner that they can understand.
- Ability to work on multiple tasks, be flexible, and tactful when working in a team environment.

ENVIRONMENTAL DEMANDS

- Work is performed primarily in an office setting.
- Some travel may be required.
- Must be able to lift and move moderately heavy boxes and equipment, weighing up to 50 pounds.
- Occasional work outside of normal working hours and on weekends may be necessary.

APPLICATION INFORMATION

To apply, email the PDF documents to hr-usdc@mnd.uscourts.gov and add “2025-05 Space & Facilities Assistant” in the email subject line.

Please include the following in PDF format:

- Application for Employment (AO78) Found here - <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>;
- Resume; and
- Name and contact information for three (3) professional references.



All application materials received will be reviewed to identify the best qualified candidates. **Only applicants selected to proceed to the next phase of the selection process will be notified.** All application materials must be attached to the email as directed.

If interviews are held in person, applicants are responsible for any travel costs.

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, and to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without prior written notice.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or permanent residents seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so.

Judiciary employees serve under excepted appointments and are considered “at-will” and may be terminated with or without cause or notice by the court.

Employees of the U.S. District Court are not classified under Civil Service.

The U.S. District Court requires employees to adhere to the [Code of Conduct for Judicial Employees](#). This position is also subject to mandatory Electronic Fund Transfer (EFT) for payroll deposit.

The final candidate is subject to FBI Fingerprinting and a background investigation, including criminal history. Employment is provisional and contingent upon a successful background check.

BENEFITS

Pay is only part of the generous total compensation package you will receive while working for the federal Judiciary. We offer employees a diverse group of benefit programs and family friendly flexibilities to meet the needs of you and your family.

- The opportunity to serve in a rewarding public service position.
- Accrual of paid vacation and sick leave.
- 12 paid holidays.
- Extensive health, life, dental, vision, and long-term care insurance plans.
- A defined benefit pension plan.
- Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plans through the Thrift Savings Plan (TSP) with employer matching contributions.
- Pre-tax transportation, medical, and childcare reimbursement accounts.
- Transit Subsidy Program.



- On-site fitness center.
- Opportunity for hybrid work arrangement and alternative work schedules.
- More information about our valuable benefits found on <https://www.uscourts.gov/careers/benefits>

The U.S. District Court is an Equal Opportunity Employer