



*United States District Court
District of Alaska
222 W. 7th Avenue, Box 4, Rm 229
Anchorage, Alaska 99513
www.akd.uscourts.gov*

Position: Management Analyst – Job # USDC 18-06 (Permanent, Full-time)
Opening Date: June 5, 2018
Closing Date: July 27, 2018 (extended)
Starting Salary: CL-27, Salary Range: \$54,319 to \$88,347
* Promotion potential to a CL 28 without further competition
Location: Anchorage, Alaska

The United States District Court for the District of Alaska is currently accepting applications for the position of Management Analyst in the Anchorage Office. The Management Analyst develops, analyzes, evaluates, and advises on or improves the effectiveness of work methods, procedures, operations, programs, and planning in the Clerk's Office. The Management Analyst provides a variety of management services essential to the direction and operation of the office. The incumbent provides support and reports directly to the District Court Executive/Clerk of Court.

REPRESENTATIVE DUTIES:

- Reviews, researches, develops and recommends policies for the Court; develops and administers procedures for implementing policies based on ongoing consultation with the District Court Executive/Clerk of Court
- Assess, formulate, and implement office policies, and procedures
- Establish criteria for identifying and analyzing trends in court operations, activities, and for measuring effectiveness in achieving objectives and goals
- Direct the preparation of correspondence in reply to requests for information from attorneys, the media, and the public concerning work performed in the court on behalf of the District Court Executive/Clerk of Court
- Monitors and reviews administrative program areas as authorized
- Drafts reports, administrative orders, internal policies and procedures, and research findings. Provides advice to management staff regarding policies, procedures, reports, surveys and analyses. Establishes operating guidelines to implement procedures, methods and other work related changes
- Serve as project manager for special initiatives and assignments from Court Unit Executive
- Identifies vulnerabilities in operations, processes, and programs and recommends constructive solutions to achieve measurable gains. Extracts and manipulates data from various database systems to create insightful outputs to support management decision making
- Administers and manages the Continuity of Operations Plan (COOP)
- Performs other duties as assigned

REQUIRED QUALIFICATIONS:

- Bachelor's degree from an accredited four year college or university
- Demonstrated time management and organization skills
- Ability to communicate effectively, both orally and in writing, in a professional manner
- Ability to apply a body of rules, regulations, directives, or laws
- Detail-oriented and organized; ability to multi-task and successfully manage multiple priorities to completion
- Ability to maintain strict confidentiality and work under deadlines
- Extensive knowledge of administrative, project management, research, analysis, and management principles, processes and techniques
- Experience in preparing reports and analyzing data
- Two years analytical administrative experience which could be obtained through a graduate program or other means

APPLICATION PROCEDURE:

Qualified candidates may apply by e-mailing the following:

- a cover letter (include job title/number listed above)
- detailed resume including salary history and e-mail address
- please provide comprehensive responses to the following two questions: 1) Describe your experience identifying management and operational process improvements and making recommendations and implementing processes to meet these needs; and 2) Describe your demonstrated experience conducting financial research through quantitative and non-quantitative methods and conveying complex ideas, findings, alternatives and recommendations.
- completed application for Judicial employment, form AO-78, available: <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>
- daytime phone number as a **single .pdf document** to: HR@akd.uscourts.gov

Incomplete applications may not be considered.

The Court is not authorized to reimburse travel expenses for interviews or relocation. This position is subject to mandatory electronic direct deposit of salary payments. Applicants must be a U.S. Citizen or eligible to work in the United States. Please note that final candidates will undergo a criminal background & credit check.

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.

The United States District Court is an Equal Opportunity Employer