

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF MISSISSIPPI

VACANCY ANNOUNCEMENT 10-101

Position Title:	Judicial Assistant to U.S. District Judge
Classification Level:	JSP-10
Salary Range:	\$52,252 - \$67,931
Promotion Potential:	Promotion Potential to JSP-11 (\$57,408 - \$74,628)
Type of Appointment:	Permanent, Full-time
Opening Date:	January 25, 2010
Closing Date:	February 8, 2010, or until filled.

LOCATION: This position will be based in Greenville, Mississippi, but will entail occasional overnight travel to Oxford and Aberdeen, and infrequent overnight travel to other sites.

MAJOR DUTIES: The Judicial Assistant of a United States District Judge . . .

- ◆ Receives, screens, and refers telephone calls and personal visitors. Answers routine inquiries and provides assistance to the public as authorized. Maintains confidentiality of sensitive matters.
- ◆ In coordination with the judge's courtroom deputy clerk, the judge's secretary maintains the judge's calendar. Arranges meetings and other events. Arranges travel and lodging accommodations for judge and law clerks. Prepares travel vouchers in accordance with court's financial management plans.
- ◆ Prepares executive correspondence, judicial orders and opinions, and other materials from dictation or from such other source as the judge may prefer. Edits materials drafted by others for the judge's signature.
- ◆ Receives, screens, and routes mail to judge and law clerks. Receives, prioritizes, and routes all incoming administrative and case-related materials. Maintains correspondence control records and tickler files.
- ◆ Serves as secretariat for judicial meetings; attends to needs of participants. Keeps notes of proceedings and prepares and distributes minutes as directed by the judge.
- ◆ Develops standard office procedures and provides guidance to other staff members.
- ◆ Coordinates general activities in office; works with Clerk's Office staff for

acquisition of supplies, furniture, equipment, and training.

- ◆ Serves as judge's liaison with other chambers and other court support units, including the Administrative Office of the United States courts and the Federal Judicial Center.

MANDATORY MINIMUM REQUIREMENTS:

EDUCATION:

High school graduation or equivalent. "Equivalent" includes a GED or other recognized certificate, or a like number of years of clerical experience (e.g., one year of clerical experience equals one year of high school).

EXPERIENCE:

General. Progressively responsible clerical, office, or other work that exhibits the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of secretary to a district judge.

Specialized. At least two years of general experience and eight years of specialized experience as a secretary, including at least one year equivalent to work at Judicial Salary Plan Grade 9, plus progressively responsible secretarial experience which involved responsibility as the principal assistant to a supervisor who was dealing with legal matters, such as are commonly found in law offices. The specialized experience must be progressively responsible clerical work requiring regular and recurring application of clerical procedures involving the use of keyboard skills; use of specialized, technical and legal terminology; demonstrated ability to apply a body of rules, regulations, directives, or laws; demonstrated superior organizational skills; and demonstrated superior attentiveness to details.

Education Substitutions: Education above the high school level in a college, university, or secretarial school may be substituted for required general experience on the basis of one academic year (i.e. 30 semester or 45 quarter hours) equals nine months of experience. Education may not be substituted for specialized experience because the secretary to a district judge requires hands-on experience to be credited as specialized experience. Preferably, the degree should have included courses in law, government, public or business administration or related fields. Education in a legal or paralegal curriculum may be substituted for a maximum of two years of specialized experienced. Less than one full year of study will be credited on a pro-rata basis.

COURT PREFERRED SKILLS:

Superior ability to organize files and advise judge of status of files. Superior ability to cooperate and get along with others in often highly contentious legal proceedings. Thorough working ability with personal computers and WORDPERFECT software, LOTUS calendaring and scheduling software, electronic mail, and facsimile communications. Superior written and oral communications skills. Superior ability to act as liaison between court and other federal agencies, including U.S. Probation & Pretrial Services Office, U.S. Marshals Service,

U.S. Bureau of Prisons, and others. Ability to adapt to flexible working schedule, including occasionally working into evening hours, on weekends, and on holidays when required by the judge. Ability to travel to courthouses in Oxford and Aberdeen, and infrequently other sites, sometimes requiring numerous, consecutive days and nights away from Greenville.

To Apply: Submit the original and two copies of your resume, along with the original and three copies of the AO78 Application form which may be obtained at www.msnd.uscourts.gov/forms.htm.

Submit application to: Personnel Specialist
Attn: Position 10-101
911 Jackson Avenue East, Suite 369
Oxford, MS 38655
HR@msnd.uscourts.gov

ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE NOTIFIED

The Northern District of Mississippi is an equal opportunity employer