

CAREER OPPORTUNITY



UNITED STATES DISTRICT COURT DISTRICT OF CONNECTICUT VACANCY ANNOUNCEMENT - USDC-CT 13-07

POSITION: Judicial Assistant
SALARY RANGE: JSP 9-11 (\$52,295 - \$71,706)*DOE
DUTY STATION: Hartford

OPENING DATE: July 22, 2013
CLOSING DATE: Open until Filled, with preference given to those submitted by July 29, 2013

The United States District Court, District of Connecticut is currently accepting applications for a Judicial Assistant for the Honorable Vanessa L. Bryant. This position requires solid writing, grammar, spelling, keyboarding and administrative skills, as well as a familiarity with legal terminology and principals. The general duties of a Judicial Assistant include: serving in the capacity of an office manager, proficiency in WordPerfect, Windows OS and Lotus Notes or a similar email system. The incumbent will also be responsible for preparing various reports, maintaining confidential records, and performing the daily tasks associated with supporting the activities of a Federal Judge's chambers. The ability to develop proficiency with the Case Management/Electronic Case Filing system, financial disclosure reporting principals and processes, O.S.C.A.R. law clerk application system, conflict principals, screening and reporting systems, Criminal Justice Reform Act billing policies and procedures and other Court systems is essential.

Specific duties associated with the Judicial Assistant to the District Judge include, but are not limited to, ability to interact with the public, press, government agencies, outside contractors, and court personnel both on the phone and in person on a daily basis. Candidate must be able to accurately handle a high volume of administrative duties and be flexible in time management. Candidate must possess the ability to work independently on projects and meet the deadlines associated with those projects.

Representative Duties:

- Preparation and management of judge's calendar. Coordination and scheduling of hearings, trials and other court matters and judge's appointments.
- Judge's liaison: answers calls and provides information on court system procedures to attorneys, defendants, witnesses, and victims. Screens calls and visitors to assure proper procedure is followed.
- Types court orders, forms, letters, and memoranda from dictation or judge's notes. Review and prepare routine documents. Prepare summaries and outlines. Perform basic legal research.
- Review court files received from clerk's office on a daily basis. Make sure all necessary paperwork, documents, and orders are included and are in proper form, and that hearings have been scheduled in a timely manner. Update files with additional correspondence received, making proper entries and route to the appropriate office.
- Make travel arrangements and prepare travel reimbursement vouchers.
- Monitor status of cases assigned to judge by index care file or computer file.
- Purchase office supplies, prepare expense vouchers and submit for approval.

- Additional administrative duties such as, typing and distribution of administrative orders, preparation of monthly calendar, preparation of special reports (e.g., E.E.O, and case time standard), coordination of courtroom assignments, and library updates.
- Manage financial disclosure, conflict, O.S.C.A.R. law clerk hiring, and intern hiring processes utilizing proprietary court software.
- Maintain chambers law library collection.
- Responsible for maintaining chambers mail. This includes, opening, date stamping, reading, and acting upon as appropriate. File all correspondence and other material received by chambers ensuring there are accurate records of operations and activities.
- Other duties as assigned.

Qualifications and Requirements:

Applicants should be a highly knowledgeable, seasoned legal professional, diligent, organized, dynamic and flexible “self-starter” with excellent interpersonal skills, who demonstrate both initiative and follow-through in all duties, who enjoy multi-tasking, and can readily adapt to fast-changing priorities. Applicant’s should have excellent administrative, organizational, project management and conceptual skills; the ability to effectively communicate verbally and in writing; and a solid command of office protocols and administrative practices, such as calendaring, travel planning, assembling, photocopying, filing, record keeping, telephone usage and typing. Accuracy and attention to detail are a must. Legal research skills and familiarity with legal databases, such as Lexis Nexis, Westlaw and the federal court’s Case Management/Electronic Case Files (CM/ECF) System is desired.

A Bachelor’s degree or an Associate’s degree in Paralegal Studies is highly desirable. Candidates should have a minimum of six (6) years’ experience of which at least four (4) years’ must be progressively responsible in administrative/secretarial/paralegal experience as the principal office assistant to a supervisor dealing with law-related matters (such as might be found in a law, insurance or real estate office). Internet savvy and word processing skills are necessary. Experience with Westlaw, WestLawNext, Lexis, MS Word and WordPerfect, Adobe, PDF Expert GoodReader and Noteshef are a plus.

A paralegal certificate and/or experience is preferred and a law degree is a plus and may be substituted for administrative/secretarial experience.

How to Apply: Submit resume with cover letter, salary history and proof of any certifications by email only to: Human Resources Department @ Email: HR_department@ctd.uscourts.gov

Applicants must also submit a narrative statement addressing the following:

1. Why are you interested in the Judicial Assistant position?
2. What experience do you believe qualifies you for this position?

The court will not reimburse candidates for interview travel or relocation expenses. Due to the volume of applications, only applicants selected for an interview will be notified. **No phone calls please.**

Benefits:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees’ Health Benefits
- Optional participation in choice of Federal Employees’ Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program

- Optional participation in Long-Term Care Insurance
- Credit, time in-service, for prior government service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

Conditions of Employment:

- Applicants must be U.S. citizens or eligible to work in the United States.
- Successful candidate will undergo a full fingerprint and background records check. Any applicant selected for a position will be hired provisionally pending successful completion of the background investigation.
- Mandatory electronic direct deposit of salary payment.
- Employees are required to adhere to the Code of Conduct for Judicial Employees [available to applicants to view at the court website: www.ctd.uscourts.gov].
- Employees of the U.S. District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated with or without cause by the court.

The United States District Court is an Equal Opportunity Employer.