

CAREER OPPORTUNITY



UNITED STATES DISTRICT COURT DISTRICT OF CONNECTICUT VACANCY ANNOUNCEMENT - USDC-CT 14-13

POSITION: Administrative Assistant to the Clerk of Court (Part-time)

OPENING DATE: November 20, 2014
CLOSING DATE: December 4, 2014

SALARY RANGE: CL 23 – CL 26* (\$17,670 - \$35,000)
DUTY STATION: New Haven

*Depending on experience.

The United States District Court for the District of Connecticut is accepting applications for the position of Administrative Assistant to the Clerk of Court. This is a part-time position, three days per week (flexible schedule). The successful candidate will provide administrative, analytical and clerical support to the Clerk. The Administrative Assistant has frequent interaction with judges and chambers staff, court managers, Clerk's Office staff, the Administrative Office of the U.S. Courts, members of the bar, and the public.

REPRESENTATIVE DUTIES

- Drafts correspondence, reports, meeting minutes, memoranda, and other documents for review and signature. Proofreads and edits documents and materials for appropriate formatting, proper syntax, grammar, spelling, and typographical errors.
- Designs and formats documents, brochures, and presentation materials.
- Maintains the daily, weekly, monthly calendar for the Clerk.
- Interacts with judges, senior management, agency unit heads, and other district courts nationwide.
- Serves as event coordinator for formal court ceremonies and court sponsored events.
- Organizes and coordinates meetings and conferences; arranges video conferences and staff meetings as directed. Attends meetings as needed and prepares minutes.
- Assists in the preparation of materials for special projects for the Clerk, Chief Deputy or Chief Judge.
- Preserves the integrity of all confidential information.
- Assesses the urgency and importance of situations and takes appropriate action.
- Receives and screens mail addressed to the Clerk.
- Receives, screens, and refers telephone calls and personal visitors.
- Establishes and maintains subject-matter files.
- Utilizes software applications such as Microsoft Word, PowerPoint, Excel, etc. with high proficiency.
- Other duties as assigned.

QUALIFICATIONS

- Strong interpersonal skills and the ability to interact effectively with others.
- Strong ability to take initiative, anticipate needs and exercise independent and sound judgment.
- Exceptional ability to organize and multi-task; attention to detail and excellent follow-through.
- Excellent verbal and written communication skills – involving high-level communications with internal and external contacts; ability to listen, simplify details and influence others.
- Expertise with Microsoft Office: Word, Excel, PowerPoint, Outlook.

EDUCATION

- High school diploma required; college degree or a paralegal certificate from an accredited program preferred.

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. What specific experience do you believe qualifies you for this position?
2. Describe how you build relationships with people at work.

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.