



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF OHIO VACANCY ANNOUNCEMENT 16-16

POSITION TITLE: Judicial Assistant to Sr. District Judge **NUMBER OF POSITIONS:** One (1)
DUTY STATION: Toledo, Ohio **GRADE/SALARY RANGE:** JS-4 – JS-11 (\$10,486 - \$38,511)
POSITION TYPE: Part-time permanent
(15-20 hours per week) **AREA OF CONSIDERATION:** All qualified applicants
OPENING DATE: August 18, 2016 **CLOSING DATE:** Open until filled. First consideration given to
applications received by August 31, 2016

Starting salary commensurate with number of hours worked, experience, education, prior/present pay history and previous Federal Court experience.

POSITION OVERVIEW

The United States District Court for the Northern District of Ohio is accepting applications for a part-time Judicial Assistant to a Senior District Judge. This position prepares correspondence; maintains chambers calendar and filing system; answers phones; receives and assists visitors; provides assistance to law clerks; and serves as a liaison to court staff and other court units on behalf of the Judge.

MINIMUM QUALIFICATIONS

A minimum of one (1) year of general experience is required for the level JSP-4; two (2) years of general experience are required for the level JSP-5; two (2) years of general and one (1) year of specialized progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the duties of the position is required for the level JSP- 6. Additional years of specialized experience are required for levels JSP- 7 through JSP-11 pursuant to the Judiciary Salary Plan for the U.S. Courts.

General experience is defined as progressively responsible general clerical or secretarial experience which provided a good knowledge of office clerical practices such as filing, telephone usage, and word processing and editing. Specialized experience is defined as progressively responsible executive secretarial experience which included responsibility as the principal office assistant to a supervisor dealing with law-related matters., including scheduling, travel arrangements and expenses accounting, file management, arranging conferences including telephone and video conferences, and cooperative involvement with other offices and agencies.

REQUIRED SKILLS

Applicants should have excellent administrative and organizational skills; the ability to communicate effectively; and a solid command of office protocols and administrative practices, such as calendaring, preparation of orders, assembling, photocopying, filing, record keeping, telephone usage, travel planning and typing. Applicants should have a high level of computer skills, strong skills in written and oral communications, including the writing, editing and proofreading of documents for spelling, grammar, style, abbreviations and correct legal citation and formats. Accuracy and attention to detail in grammar, spelling, punctuation and proofreading are a must. Applicants must possess the ability to maintain strict confidentiality with respect to duties and responsibilities; the ability to work independently with little supervision; and a strong sense of personal and professional integrity. The ability to manage a small office in a professional manner is required. Working knowledge of the federal court's Case Management/Electronic Case Files (CM/ECF) System is desired but not necessary in order to qualify.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in the U. S. A background investigation with law enforcement agencies, including fingerprint and criminal record checks will be conducted. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

INFORMATION FOR APPLICANTS

Applicants selected for interviews must travel at their own expense and relocation expenses will not be provided. All promotions are subject to approval of the Judge. The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for an interview. **No phone calls please.**

Judiciary employees serve under excepted appointments and are considered "at will" and can be terminated with or without cause by the Court. The U.S. Courts require employees to adhere to a Code of Conduct that is available to applicants for review at the court's web site www.ohnd.uscourts.gov

BENEFITS

Employees of the United States District Court are eligible for, but not limited to, the following employment benefits: Accrual of paid vacation and sick leave days, and paid holidays • Participation in pre-tax benefit programs (health, dental, and vision insurance programs; flexible spending accounts; commuter reimbursement benefit) • Group life insurance and long term care insurance • Participation in the Federal Employees Retirement System (FERS) • Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plan through the Thrift Savings Plan (TSP) with employer matching contributions • Extensive on-line training options • Fitness center

HOW TO APPLY

Submit the following documents to the address below: (1) a cover letter indicating why you are interested in this position and what best qualifies you, (2) a current resume, (3) a list of two professional references, and (4) a completed form AO78 (Federal Judicial Branch Application for Employment), available at the court's web site www.ohnd.uscourts.gov/home/careers-in-the-court/. Applications may also be e-mailed to **apply@ohnd.uscourts.gov**. If you submit the documents via e-mail one PDF document is preferred. Use only one method of application. All requested documentation must be provided in order to be considered for this position.

United States District Court
Carl B. Stokes U.S. Court House
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Cleveland, OH 44113-1830

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.