

Judicial Assistant to the Chief Judge



Fresno, California

www.caed.uscourts.gov

Position Details

Judicial Salary Plan Grade/Step:

9/1 - 11/10

Salary Range: \$48,968 –\$77,019

Closing Date: Friday, February 5,
2016 @ 4 p.m.

How to Apply:

Materials must be received as
e-mail attachments in either
Word or PDF format sent to:

CAED-HR@caed.uscourts.gov

Please reference “2016-02” in the
subject line of your message.

Applicants must provide:

1) A cover letter addressed to:

Attn: Human Resources

U.S. District Court

2500 Tulare Street #1501

Fresno, CA 93721

2) A chronological resume
detailing work history.

3) A list of at least three
professional references.

In addition to completeness,
materials will be reviewed for
attention to detail, organization
and overall professionalism of
presentation. Incomplete
materials will be disqualified
from consideration.

The court is seeking applicants for a limited term appointment as Judicial Assistant to the Chief Judge. The incumbent will provide executive level administrative support to U.S. District Judge Lawrence J. O’Neill during his tenure as chief judge. The expected start date of employment will be on or shortly after April 4, 2016. The expected end date of employment will be on January 31, 2020.

Duties and responsibilities will include:

- Retrieving and handling incoming mail.
- Answering and screening telephone calls to the judge’s chambers.
- Coordinating travel arrangements and preparing travel vouchers for reimbursement.
- Calendaring the judge’s appointments.
- Coordinating calendars with the courtroom deputy and law clerks.
- Taking and publishing meeting minutes.
- Planning and organizing meetings and conferences.
- Maintaining a wide range of administrative related records.

The incumbent also will provide limited support for the judge’s case related work that includes conforming orders submitted to chambers, typing correspondence and pleadings and preparing orders after court hearings.

MINIMUM QUALIFICATIONS

To qualify, candidates must possess at least eight years of professional work experience. At least two of the years must be equivalent to general experience as defined below and the remaining must be equivalent to specialized experience as defined below. In addition, candidates must possess solid computer skills that include an advanced working knowledge of MS Office programs (e.g., Word, Excel, etc.), the ability to type at least 45 words per minute, a definite sense of professional confidentiality and decorum (as demonstrated through appropriate dress, speech and demeanor) and exceptional organizational, proofreading and verbal and written communication skills.

General Experience is defined as progressively responsible clerical or secretarial experience which provided a good knowledge of office clerical practices such as filing, telephone usage, and typing.

Specialized Experience is defined as progressively responsible secretarial experience which involved responsibility as the principle office assistant to a supervisor dealing with law related matters (such as might be found in a law, insurance or real estate office).

Benefits:

The incumbent will be eligible for full benefits that include:

- Paid Holidays
- Health Insurance
- Dental & Vision Insurance
- Retirement Coverage
- Flexible Spending Account
- Life Insurance
- On-site parking
- On-Site Gym

For more information about the federal courts visit:

www.USCourts.gov

Education

Applicants must be a high school graduate or equivalent. A bachelor's degree from a college or university of recognized standing may be substituted for two years of the general experience and education in a legal or paralegal curriculum may be substituted for a maximum of two years of the specialized experience on a pro-rata basis. Candidates who possess formal education beyond the high school level are preferred.

Disclosures

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.

Only qualified applicants will be considered for this position.

Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided.

Court employees serve in the Excepted Service and are considered "at-will" employees. Court employees are also subject to a Code a Conduct. A copy of which will be provided to applicants upon request.

As a condition of employment, the selected candidate will be subject to an FBI fingerprint background check. All information provided by applicants is subject to verification and background investigation.

Applicants must be either U.S. citizens or eligible to work for the United States government.