

**CAREER OPPORTUNITY
UNITED STATES DISTRICT COURT, WESTERN DISTRICT OF TENNESSEE**

ANNOUNCEMENT NO.: 11-01

DATE: October 16, 2011

POSITION TITLE: Secretary to United States District Judge

DUTY STATION: Jackson, TN

Classification Level: JSP 9/01 thru 11/01 (\$47,448 - \$57,408)

CLOSING DATE: Open until filled with initial target date of 10/31/2011

POSITION OVERVIEW:

The successful candidate must have the skill and ability to manage a federal judge's chambers as acquired through a min. of 6 years progressively responsible clerical/secretarial experience, and min. high school education or equivalent. Candidates should be skilled in communicating both orally and in writing and have a thorough knowledge of and skill in using executive office procedures. Knowledge of automated office systems & WordPerfect required. Knowledge of court rules and policies/procedures as generally found in a law, insurance or real estate office preferred.

QUALIFICATIONS:

Must be detail oriented and have knowledge of general office practices with strong organizational, automation, speaking and writing skills. Four (4) of the minimum 6 years experience must have been in a legal setting. Requires high school diploma or equivalent. College degree/ professional certification preferred. Familiarity with court proceedings, WordPerfect and Microsoft Office products desired.

BENEFITS:

Regular, full-time employment in the federal judiciary offers benefits that include paid vacation depending upon years of employment, participation in the federal retirement and social security systems, life, health, long term care and long term disability insurance programs, flexible spending accounts, participation in the Thrift Savings Plan (401k Plan) plus 10 paid holidays per year.

Employees of the U.S. District Court serve under "Excepted Appointments" and are "at will" employees, serving at the pleasure of the court. Applicants are responsible for their own interview travel expenses. The successful candidate will be subject to a reference, fingerprint and/or /background check. This position is subject to mandatory electronic funds transfer participation.

Interested parties must submit completed application along with cover letter and resume to Tnwdjobs@tnwd.uscourts.gov with reference to vacancy announcement 11-01 and the job title in the subject line.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER

Secretary to a Federal Judge

1. Qualifications

To qualify for the position of secretary to a federal judge a person must be a high school graduate or the equivalent and must have the following experience:

JSP Grade Level	Years of General Experience	Years of Specialized Experience	Total Years of Experience
4	1	0	1
5	2	0	2
6	2	1	3
7	2	2	4
8	2	3	5
9	2	4	6
10	2	5	7
11	2	6	8

General Experience

Progressively responsible general clerical or secretarial experience which provided a good knowledge of office clerical practices such as filing, telephone usage and typing.

Specialized Experience

Progressively responsible secretarial experience which involved responsibility as the principal office assistant to a supervisor who was dealing with law-related matters (such as might be found in a law, insurance or real estate office).

Educational Substitutions

Education in a college, university or secretarial school of recognized standing may be substituted for a maximum of one year of the general experience on the basis of 30 semester (45 quarter) hours equal nine months of experience.

A bachelor's degree from a college or university of recognized standing may be substituted for two years of general experience. Preferably, such 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 experience on the basis of one full academic year (30 semester or 45 quarter hours) equals one year of experience. Less than one full year of study will be credited on a pro-rata basis.