

CAREER OPPORTUNITY
UNITED STATES DISTRICT COURT, WESTERN DISTRICT OF TENNESSEE

DATE: June 22, 2012
ANNOUNCEMENT NO.: 12-02
POSITION TITLE: Secretary to United States District Judge
DUTY STATION: Memphis, TN
Classification Level: JSP 9/01 - 11/10 (\$47,448 - \$74,628)
CLOSING DATE: July 13, 2012

POSITION OVERVIEW:

The successful candidate must be a U.S. citizen or eligible to work in the United States, 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..

REPRESENTATIVE DUTIES:

Provide support to the judge, the law clerks, and other court and judicial chambers personnel as required, including but not limited to scheduling and monitoring chambers work flow, scheduling appointments and meetings, typing, copying, filing, processing mail, and other clerical requirements, maintaining office supplies and related inventories, completing procurement and supply requisitions as needed and tracking required equipment maintenance.

Participate in case flow management to the extent requested by the resident judicial officer by tracking pending cases in court database along with the preparation of a weekly status report on pending cases. Drafting and/or typing correspondence, legal documents and other chambers or case-related materials.

Answer telephones, screen calls and provide callers with information. Receive and assist official visitors. Serve as a liaison to all other court support units on behalf of the resident judicial officer

Docket and conduct quality control checks on motions and other legal documents as they are received in chambers and assist other chambers staff when issues arise in docket entries or filings.

Make travel arrangements and prepare travel vouchers for the resident judicial officer and chambers staff.

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.

OTHER REQUIRED SKILLS AND COMPETENCIES:

- Proficiency with Windows operating systems, WordPerfect or Word office suite applications, and computer-assisted legal research applications such as Westlaw.

- Excellent interpersonal skills.
- Ability to work independently with a can-do attitude, takes directions well, and exercises good Judgment and does not require close supervision.
- Exhibit the personal traits of professionalism, discretion and integrity.

EXPERIENCE:

General Experience

Progressively responsible general but broad-based clerical experience, legal secretarial or paralegal experience, and office or judicial chambers administrative experience for the number of years set forth below. Applicant must have an excellent command of English grammar, good proofreading skills, including cite checking, and the ability to quickly and accurately draft simple court orders, case-related pleadings and other documents and chambers correspondence. Experience should also include demonstrated organizational and record keeping ability.

Specialized Experience

Progressively responsible secretarial and administrative experience which involved responsibility as the principal office or administrative assistant to a supervisor, manager, executive or judicial officer, who, preferably, was dealing with law-related matters (such as, for illustration purposes only, might be found in a law firm, insurance company, real estate office, or court chambers).

Preferred Specialized Experience

The following specialized areas of experience are not required but are nevertheless preferred in terms of evaluating a candidate's qualifications:

- Experience serving as a Case Manager or Courtroom Deputy in a state or federal trial court. Experience working in federal trial courtrooms is preferred over state trial courtrooms.
- Experience serving as a Paralegal or Attorney in a law office or corporate law department, in a local, state or federal governmental agency, in a trial court or for a clerk of court.

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 successfully completing and passing one full academic year (30 semester or 45 quarter hours), which is equal to one year of experience. Less than one full year of education will not be prorated in terms of experience credit.
- A successfully completed bachelor's degree from a college or university of recognized standing may be substituted for two years of general experience. Preferably, the bachelor's degree should have included courses or a major concentration in law, government, public or business administration or related fields.
- Education in a legal school or paralegal curriculum, if coupled with a successfully completed bachelor's degree, may be substituted for a maximum of two years of specialized experience on the basis of successfully completing and passing one full academic year (30 semester or 45 quarter hours), which is

equal one year of experience. Less than one full year of successful study may but will not necessarily be credited on a pro-rata basis.

- Successful completion of an accredited law school degree or paralegal certification may be substituted for three years of specialized experience.

BENEFITS:

Incumbent will be eligible for full benefits package including but not limited to health, life, dental and long term care and long term disability insurance, participation in the Thrift Savings Plan, FERS retirement, annual and sick leave accrual.

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 12-02 and the job title in the subject line.

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