

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

DATE: September 30, 2016
ANNOUNCEMENT NO.: 16-06
POSITION TITLE: Judicial/Administrative Assistant
DUTY STATION: Jackson, TN
Classification Level: JSP 9/01 - 11/01 (\$48,968 - \$59,246)
CLOSING DATE: October 28, 2016 (Close of business)

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 & Microsoft Word required. Knowledge of court rules and policies/procedures as generally found in a law, insurance or real estate office preferred. Occasional travel to the court's eastern division may be required.

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:

Incumbent will earn annual and sick leave based on current leave policy, and social security payments will be withheld. A full benefits package including health and life insurance is offered as well.

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
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.

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 16-06 and the job title in the subject line.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER