

CAREER OPPORTUNITY

U.S. DISTRICT COURT, WESTERN DISTRICT OF TENNESSEE

ANNOUNCEMENT NO: 18-01
DATE: January 26, 2018
POSITION TITLE: Secretary
DUTY STATION: 167 N. Main Street, Memphis, Tennessee 38103
CLASSIFICATION LEVEL: CL 24-25 (\$36,645 - \$50,598)
CLOSING DATE: Until Filled

POSITION OVERVIEW: The Secretary will provide assistance to the Clerk of Court and other staff members as assigned from time to time by performing secretarial, clerical and administrative duties. Duties include, but are not limited to the following:

1. Prepares correspondence, legal documents and other materials from rough copy or own notes for supervising authority’s review and signature. Assists in preparation and filing of orders, judgments and legal memoranda. Edits written materials for accuracy, syntax, proper grammar and spelling.
2. Receives, screens, routes and prioritizes mail and incoming administrative case-related materials to appropriate persons or offices. Handles routine office matters, as authorized.
3. Receives, screens and refers telephone calls and visitors. Answers routine inquiries and provides assistance to the public as authorized and necessary.
4. Operates office equipment, such as computers, copiers, scanners, digital phones and other technologies as required. Coordinates general activities in the immediate office as necessary, such as arranging for equipment maintenance and ordering office supplies.
5. Compiles and completes data for administrative and public reports, questionnaires and other documents. Prepares work sheets and tables from standardized data, makes varied arithmetic computations, prepares simple statistical summaries. Develops and maintains filing and document systems. Also develops and maintains a “tickler” system to ensure that established deadlines are met.
6. Maintains the unit executive’s calendar, arranges and assists, as requested, in the coordination of meetings and/or events, makes travel arrangements and prepares vouchers for payment. Writes, prepares and distributes meeting minutes and proceedings and prepares organizational meeting agenda and materials for the unit executive.

QUALIFICATIONS

Job Requirements: Skill and ability to coordinate administrative functions. Initiative, enthusiasm, innovativeness and ability to exercise mature judgment. Skill in written and oral communications, including writing, editing and proofreading documents for spelling, grammar, punctuation, style and abbreviations. Thorough knowledge of and skill in using office procedures and a variety of office equipment and applications, primarily word processing. Familiarity with Microsoft Word is required although familiarity with WordPerfect is acceptable (though the selected candidate will be trained on his or her conversion to Microsoft Word). Familiarity with Microsoft Excel as well as PowerPoint is highly desirable though not mandatory. Ability to maintain confidentiality and interact tactfully with a wide variety of persons is a critical factor. Skill in administrative matters – file maintenance, record keeping, reporting and preparation of presentation material. Ability to learn computer-based applications is critical.

To qualify for the position of secretary, a person must be at least a high school graduate or the equivalent and must have the following experience:

CPS Grade Level	Years of Experience		Classification Range
	<u>General</u>	and <u>Specialized</u>	
CL 24	2	1	\$36,645 - \$45,810
CL 25	3	2	\$40,464 - \$50,598

General Experience: Responsible clerical or administrative experience which provided a knowledge of office clerical practices such as telephone usage and etiquette, customer service and automated office functions as well as excellent interpersonal and communication skills required.

Specialized Experience:

- A. For qualification purposes, specialized experience is any progressively responsible clerical or administrative experience, which involved the regular and recurring application of clerical procedures; use of specialized terminology; and demonstration of an ability to apply a body of rules, regulations, directives, or laws.
- B. The years of additional specialized experience must have been more subject-matter specific and provided a knowledge of office procedures, time management, customer service and legal processes as acquired through a similar position in a legal setting such as a law office, state or federal court, corporate legal department, etc.

Educational Substitutions: Education in a college, university, paralegal or secretarial school of recognized standing may be substituted for a maximum of one year of the general experience on the basis of completing as least 30 semester (45 quarter) hours, which equals 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. These specific courses, however, are not mandatory.

Employee Benefits: Full-time employees of the Federal Judiciary receive 10 paid holidays per year, annual and sick leave based upon length of service, medical and life insurance, opportunity to participate in the flexible benefits program, FERS retirement plan and TSP (401K plan).

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 reference, fingerprint and/or background check. Depending on responsibilities assigned to the selected employee, from time to time, the employer might also require a financial check (a credit report) on employee. This position is subject to mandatory electronic funds transfer participation. Please note that in addition to successfully completing the employee interview process, candidate might also be required to successfully complete additional testing related to typing, using miscellaneous office equipment and demonstrating level of skills related to various computer-based applications (such as Microsoft Word) as well as mathematical computations (basic math skills only).

Interested parties must submit a completed application along with a cover letter and resume to tnwdjobs@tnwd.uscourts.gov with reference to vacancy announcement 18-01 and the job title in the subject line.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.