



# CAREER OPPORTUNITY

## UNITED STATES DISTRICT COURT Western District of Tennessee

**Wendy R. Oliver**  
Clerk of Court

Position: Executive Assistant Vacancy #:23-01

Classification: CL 25 - 27 (depending on qualifications)

**Memphis**  
2167 N Main, RM 242  
Memphis, Tennessee 38103

Salary Range: CL 25 Range: \$45,682 - \$74,271  
CL 26 Range: \$50,316 - \$81,771  
CL 27 Range: \$55,266 - \$89,867

**Jackson**  
111 South Highland  
Jackson, Tennessee 38301

Duty Station: Memphis, Tennessee Status: Full-time permanent

[www.tnwd.uscourts.gov](http://www.tnwd.uscourts.gov)

### POSITION OVERVIEW

This position is in the office of the Clerk of Court of the United States District Court. The employee serves as the confidential assistant to the Clerk of Court and the Chief Deputy Clerk and shall maintain confidentiality and integrity in all matters, provide administrative services essential to the direction and efficient operation of the Clerk's Office. The employee performs and coordinates administrative, technical, and professional work related to multiple administrative functions including ensuring compliance with appropriate guidelines, policies and approved internal controls. Occasional travel inside and outside of the district is required. Occasional work during non-business work hours may be required.

### Important Dates

**Opening Date:**  
February 15, 2023

**Closing Date:**  
March 15, 2023

**Anticipated Start Date:**  
April, 2023

### **Duties include, but are not limited to the following (a full list is available upon request):**

- Composes executive correspondence, memoranda, legal documents, and other materials, from dictation, rough copy, or own notes, for the Clerk of Court and Chief Judge's review and/or signature. Prepares, proofreads, and edits materials prepared for others for signature for accuracy, proper grammar, and spelling.
- Maintains calendars for the Clerk of Court. Arranges for travel and lodging for the Clerk of Court; prepares travel authorizations and travel vouchers in accordance with judiciary and local policies and regulations.
- Coordinate conferences and meetings. Assists in preparation of materials in support of the Court's committees. Assists on special projects. Prepares agendas and/or minutes for court or judicial meetings. Assists in maintaining and monitoring the need for updates to the office website.
- Initiates and manages special projects, research, and similar activities, as applicable. Serves as project manager for special initiatives and assignments. Assists the event coordinator on special projects, such as portrait hanging ceremonies, dedication ceremonies, or other events sponsored by the Court. Designs documents and brochures.

Serves as liaison with Judges' Chambers, divisions of the Clerk's Office, other court units, public and the Administrative Office (AO). Manages and oversees preparation of reports provided to judges and court unit executives on periodic statistical analyses and judiciary policies/procedures.

- Serves as backup to the Human Resources Officer to assist with on-boarding judicial officers, chambers law clerks and clerk's office employees. Serves as support personnel to the Human Resources Officer to assist with the preparation of reports and benefits information to staff in the Clerk's Office and judicial chambers.
- Establishes and maintains subject-matter files. Maintains office reference materials, such as administrative manuals, bulletins, memos, etc.,. Receives, prioritizes, and routes all incoming administrative and case-related materials from within the Court to appropriate individuals.

**Apply to:**  
[tnwdjobs@tnwd.uscourts.gov](mailto:tnwdjobs@tnwd.uscourts.gov)

*The U.S. District Court for the Western District of Tennessee is an Equal Opportunity Employer.*



### WDTN MISSION

The mission of the Clerk's Office of the United States District Court for the Western District of Tennessee is to serve the public and support the court with a commitment to excellence.

### Conditions of Employment:

- All applicants must be a U.S. citizen or must be a lawful permanent resident (i.e., green card holder) seeking U.S. citizenship, or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.
- Completion of FBI Fingerprint Background Check with periodic reinvestigation, if applicable.
- Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. Retention depends upon a favorable suitability determination.
- Employees are subject to mandatory electronic funds transfer.
- Employees are considered "at will".
- Employees are required to adhere to the [Code of Conduct](#) for Judicial Employees.

*The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.*

## QUALIFICATIONS

All qualifications must be met at the time of the application.

### Required:

- To qualify for the CL 25 & CL 26: High School Graduation or equivalent and minimum of one (1) year of specialized experience.
- To qualify for the CL 27 Level: High School graduation or equivalent and a minimum of two (2) years of specialized experience. Completion of a bachelor's degree\* may be used as an educational substitution.

**Specialized experience** is defined as progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the duties of the position and involves the routine use of software for word processing, data entry and report generation.

The successful candidate must possess the following knowledge, skills, and abilities: Proficient in the use of Microsoft Word, Excel, and PowerPoint. Skill and ability to manage an executive office in a professional environment. Ability to exercise mature judgment. Excellent written and oral communications, including the writing, editing, and proofreading of documents for spelling, grammar, style, abbreviations, and correct legal citation formats. Thorough knowledge of using executive office procedures and equipment. Familiarization with virtual platforms (Zoom, Teams, etc.). Ability to learn Court rules and policies. Ability to multitask. Ability to maintain confidentiality and interact tactfully with a wide variety of persons is critical. Skill in Human Resources environment, administrative matters—file maintenance, record keeping, reporting and preparation of presentation material.

### Preferred:

- A minimum of three (3) years of specialized experience supporting a high-level executive position.
- A minimum of five (5) years of experience in an administrative support capacity supporting a high-level executive in a court/legal environment.

\*Degree must be from an accredited college or university in business or public administration, political science, criminal justice, law or closely related field.

## APPLICATION PROCEDURE

Applicants must submit a **single PDF document** to [tnwdjobs@tnwd.uscourts.gov](mailto:tnwdjobs@tnwd.uscourts.gov) with:

Application materials that do not adhere to this procedure may not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained. Separate applications must be made to individual vacancy announcements. Only candidates selected for interview will be contacted. A writing assessment may be administered. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

## BENEFITS

- Cover letter (include vacancy number)
- Resume
- Completed application [Form AO-78](#)
- Subject line must contain: **Executive Assistant** vacancy # 23-01

Detailed information regarding benefits for federal employees can be found [here](#).