

UNITED STATES COURT OF APPEALS
FOR THE SIXTH CIRCUIT



Vacancy Announcement No. 13-01

Position: Administrative Manager to a Federal Circuit Judge
Location: Memphis, Tennessee
Salary: \$57,408 to \$74,628 (JSP 11)
Tour of Duty: Full-Time Permanent
Opening Date: March 20, 2013
Closing Date: April 12, 2013

The United States Court of Appeals for the Sixth Circuit has an opening for the position of **Administrative Manager to a Federal Circuit Judge**.

Position Description: The Administrative Manager provides administrative and secretarial support to a federal circuit judge and is responsible for the day-to-day operations management of the judge's chambers. Working under the direction of the Judge, the Administrative Manager's duties include: maintaining the judge's calendar; arranging meetings and conferences for the judge and support personnel; maintaining the judge's travel itineraries and arrangements; receiving and reviewing incoming and outgoing correspondence; performing receptionist duties; transcribing dictation from judge; locating, scanning, copying, filing, and certifying documents; maintaining, updating, and tracking filed documents; managing chamber's case management system; preparing and/or editing legal documents; gathering and maintaining statistical data for reports; providing assistance to law clerks; maintaining office supplies and equipment; and handling routine office matters. Occasional overnight travel will be required.

Qualifications:

Required: A minimum of six years of progressively responsible secretarial/management experience, including responsibility to a supervisor dealing with law-related matters. Three years general clerical or secretarial experience. Comprehensive knowledge and understanding of office clerical practices, such as filing, telephone usage, and typing. Excellent communication and interpersonal skills, both oral and written. Advanced computer and typing skills. Exceptional administrative and organizational skills. Accuracy and attention to detail in grammar, spelling, editing and proofreading. Consummate professionalism, discretion and integrity. Ability to maintain strict confidentiality of all office and judicial matters and work independently as needed. Ability to manage multiple priorities with conflicting deadlines. Skill and accuracy in transcribing dictation and data entry. Proficiency in Windows environment.

Preferred: Familiarity with federal court procedures. Familiarity with a legal or court environment. Familiarity with Lotus Notes, WordPerfect, Microsoft Office applications, and the federal courts' Case Management/Electronic Case Files (CM/ECF).

Application Procedure: Send resume, cover letter and salary history to: Human Resources Manager, United States Court of Appeals for the Sixth Circuit, Room 503, 100 East Fifth Street, Cincinnati, Ohio 45202.

Applications must be submitted in hard copy form. Applications must be received by the Human Resources Office on or before April 12, 2013. The Court will only communicate with those applicants selected for an interview.

Conditions of Employment: Applicant must be a United States citizen or eligible to work in the United States. Appointment to position is provisional pending suitability determination by the court based on results of fingerprint and background check. Employees are required to use Electronic Fund Transfer for payroll deposit.

Salary/Benefits: Salary is commensurate with federal judiciary guidelines. Email requests for information to ca06-humanresources@ca6.uscourts.gov. For information about benefits with the federal judiciary, visit www.uscourts.gov/careers.aspx.

THE SIXTH CIRCUIT COURT OF APPEALS IS AN EQUAL OPPORTUNITY EMPLOYER