



## POSITION ANNOUNCEMENT

(ANNOUNCEMENT NUMBER: 2014-03)

### JUDICIAL ASSISTANT

**LOCATION:** Rutland, Vermont

**POSITION STATUS:** Full-Time Permanent

**OPENING DATE:** June 30, 2014

**CLOSING DATE:** Open Until Filled

**SALARY RANGE:** \$47,923 - \$75,376

**CLASSIFICATION LEVEL:** JSP 9-11

Starting salary dependent upon qualifications and experience, including court preferred skills.

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The United States District Court for the District of Vermont is accepting applications for the position of Judicial Assistant to an incoming federal district court judge. The environment is characterized as fast-paced and demanding. Excellent organizational, communication and technical skills are required.

#### **DUTIES AND RESPONSIBILITIES:**

The Judicial Assistant is a high-level, executive assistant responsible for the day-to-day operations of a judicial chambers and performs a wide variety of complex administrative and secretarial duties in support of a United States district judge. The Judicial Assistant performs duties and responsibilities which include, but are not limited to, the following:

- ✓ Prepares a variety of legal material, administrative reports and correspondence;
- ✓ Maintains appointment calendar, arranges meetings, and assists in the scheduling of court hearings;
- ✓ Screens visitors and telephone calls and answers inquiries;
- ✓ Reviews filings from the case management system to ensure all necessary paperwork, documents and proposed orders are in proper form;
- ✓ Proofreads documents for accuracy and correct punctuation, spelling and grammar;
- ✓ Makes travel and lodging arrangements and prepares vouchers for the reimbursement of expenses;
- ✓ Establishes and maintains a variety of internal files;
- ✓ Monitors office equipment and inventory;
- ✓ Performs other relevant duties as assigned.

## **MINIMUM QUALIFICATIONS:**

General Experience: Progressively responsible general clerical or secretarial experience that provided a good knowledge of office clerical practices such as filing, telephone usage, and typing.

Specialized Experience: Progressively responsible administrative experience as is typically found in a legal environment such as a law office, judicial chambers or other legal setting. Actual experience in a paralegal or legal secretary capacity qualifies as specialized experience on a one-year-to-one-year basis.

## **DESIRABLE QUALIFICATIONS / COURT PREFERRED SKILLS:**

The incumbent must be able to effectively and tactfully communicate with the bar, case participants and the public, and must be able to learn a variety of job duties in order to effectively support the functions of the court and a judicial officer. The ability to communicate with others both orally and in writing is essential, as well as the ability to handle matters with integrity and confidentiality.

The incumbent must also possess an excellent command of English grammar, have superb proofreading skills and the ability to draft concise legal documents and general correspondence. This position requires prior experience with word processing software, preferably Microsoft Word, and the ability to successfully perform multiple tasks independently. Computer skills and familiarity with electronic mail are also required.

## **EXPERIENCE AND EDUCATIONAL SUBSTITUTIONS:**

Education above the high school level in an accredited institution may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience. 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 equaling one year of work experience.

## **BENEFITS:**

Judiciary employees are not classified under Civil Service, but are entitled to similar benefits. These include the Federal Employees Retirement System (FERS); Thrift Savings Plan; health, life and disability insurance programs; flexible spending accounts; 10 paid holidays per year and a graduated leave plan; and periodic pay increases contingent upon funding and performance. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees.

## **APPLICATION PROCESS:**

Qualified applicants should submit a cover letter and resume to:

**By email:**     **HR@vtd.uscourts.gov**  
**Subject:**     **Judicial Assistant Position**

**By mail:**     **U.S. District Court**  
**Attn: Judicial Assistant Position**  
**P.O. Box 945**  
**Burlington, VT 05402-0945**

The United States District Court is an Equal Opportunity Employer. The Court reserves the right to withdraw the job announcement without prior notice. Only applicants selected for interviews will be contacted. Applicants must be a U.S. citizen or be eligible to work in the United States. Travel and/or relocations expenses are the responsibility of the applicant. The successful applicant will be subject to a comprehensive background check as a condition of employment. All appointments are subject to mandatory Direct Deposit.