

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK



DATE: October 15, 2012
POSITION: JUDICIAL ASSISTANT TO A UNITED STATES DISTRICT JUDGE
LOCATION: 500 Pearl Street, New York, NY
SALARY RANGE: JSP 9 - JSP 11(\$53, 500 - \$64, 729)
Depending on qualifications and experience)
CLOSING DATE: Open Until Filled

EQUAL OPPORTUNITY EMPLOYER

BACKGROUND: The United States District Court for the Southern District is accepting resumes for a Judicial Assistant. The Judicial Assistant is responsible for the day-to-day operations of a judicial chamber and provides administrative support to a federal judge.

DUTIES AND RESPONSIBILITIES: Word processing opinions and other legal and non-legal documents, preparing a variety of legal material and correspondence; gathers and maintains an accurate accounting of the Judge's statistical data for reporting to the Administrative Office of the United States Courts; schedules appointments and meetings; makes travel arrangements; receives telephone calls and visitors and responds to their inquiries; receives and reads incoming correspondence; maintains filing systems; performs a variety of confidential tasks.

REQUIRED QUALIFICATIONS: To qualify for this position, the candidate must be proficient in office management and possess excellent technical, communication, secretarial and organizational skills. The candidate will be required to exercise a high degree of interpersonal and secretarial skills in dealing with court staff, federal agency officials, and the public. The candidate must have familiarity with legal documents. Ability to take dictation preferred.

GENERAL EXPERIENCE: Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

SPECIALIZED EXPERIENCE: To possibly qualify for the higher level salary, eight (8) years of progressively responsible secretarial experience with at least six (6) of those eight years involving responsibility as the principal office assistant to a supervisor dealing with law-related matters. Proficient in word processing and other computer skills. Excellent command of English grammar, proofreading and drafting simple orders and letters. The ability to perform keyboard entries neatly and accurately at a minimum of seventy (70) words per minute. Demonstrated ability to understand material contained in legal opinions and orders and the ability to prepare correspondence, and to make revisions under time constraints if required.

APPLICATION PROCEDURE: To be considered for this position please submit a resume detailing your education and work experience, and a cover letter. The cover letter should indicate the position that you are applying for, and identify how your education and/or experience relate to the duties and responsibilities of the position. **Resumes without the cover letter addressing the qualifications will not be considered.**

PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO:

**U.S. DISTRICT COURT/SOUTHERN DISTRICT OF NEW YORK
DISTRICT COURT EXECUTIVE
500 PEARL STREET, SUITE 820
NEW YORK, NEW YORK 10007**

THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER FOR PAYMENT OF NET PAY

THE SUCCESSFUL CANDIDATE FOR THIS POSITION IS SUBJECT TO A BACKGROUND CHECK

APPLICANTS MUST BE UNITED STATES CITIZENS

ONLY CANDIDATES SELECTED FOR INTERVIEWS WILL BE CONTACTED