



**UNITED STATES DISTRICT COURT  
DISTRICT OF MARYLAND  
VACANCY ANNOUNCEMENT**

**POSITION:** Judicial Assistant to a District Judge

**SALARY:** JSP 9 = \$51,630

JSP 10 = \$56,857

JSP 11 = \$62,467

(Based on experience)

**OPENING DATE:** December 5, 2012

**CLOSING DATE:** December 19, 2012\*

**DUTY STATION:** Greenbelt, Maryland

The Federal Court is seeking qualified applicants for the full-time position of Judicial Assistant to a United States District Judge with a start date in January 2013. This is an executive administrative position with responsibility for office management, organizing office workload, and screening requests and materials for the judge.

**Duties include, but are not limited to, the following:**

- Receive, screen, and refer telephone and in-person callers; screen incoming and outgoing mail, electronic or paper, and route to appropriate destination.
- Manage chambers case management system and work flow as well as the judge's calendar.
- Prepare travel itineraries, arrangements and vouchers.
- Organize and maintain the filing system of cases and correspondence.
- Prepare and/or edit legal documents, correspondence, memoranda, agendas for meetings and conferences, reports and statistics.
- Provide assistance to law clerks by reviewing documents for proper legal form.
- Maintain office supplies and equipment and handle routine office matters.

**Qualifications and Requirements:**

- High school graduate or equivalent.
- Two years general clerical or secretarial experience which provided a good knowledge of office clerical practices such as filing, telephone usage, and typing required.
- Four to six years of specialized experience required. Specialized experience is progressively responsible experience which involved responsibility as the principal office assistant to a supervisor dealing with law-related matters. Specialized experience should include at least one year of experience at or equivalent to the next grade below the grade of the position for which the person is being considered.
- Prior experience in a legal or court environment preferred.
- Excellent communication skills (both verbal and written), computer skills, organizational skills, and interpersonal skills required.
- Proficiency in Word required. Familiarity with Lotus Notes and electronic case filing, especially the CM/ECF (Case Management/Electronic Case Files) system, desired.
- Consummate professionalism, discretion and integrity required. Must be able to manage multiple priorities with conflicting deadlines.

**How to apply:**

Submit resume, with cover letter and salary requirements to:

Human Resources Administrator

by email to: [jobs@mdd.uscourts.gov](mailto:jobs@mdd.uscourts.gov)

**\*To ensure consideration, resumes must be received in the Human Resources Office on or before December 19, 2012. Be sure to indicate the position for which you are applying in your cover letter.**

**Due to the volume of applications received, the Court will only communicate with those individuals invited for an interview.**

Applicants must be U. S. citizens or eligible to work in the United States. Successful candidate for this position is subject to a full fingerprint and background records check and mandatory electronic direct deposit of salary payment. The United States District Court is an Equal Opportunity Employer. All applications will be reviewed to identify the best qualified candidates.