



***Career Opportunity
Judicial Assistant
Portland, Oregon
Vacancy Number 13-02
Closing Date January 22, 2013***

THE POSITION

The United States District Court for the District of Oregon is accepting applications for a Judicial Assistant to provide administrative support for a Senior District Judge. This position will be part-time to start and will become full-time effective May 1, 2013.

Representative Duties:

- Prepares and/or edits legal documents, correspondence, memoranda, agendas for meetings and conferences, reports, and statistics.
- Provides assistance to law clerks by reviewing documents for proper legal form.
- Receives, screens, and refers telephone and in-person callers.
- Screens incoming and outgoing mail, electronic or paper, and routes to appropriate destination.
- Manages chambers case management system and work flow as well as the Judge's calendar.
- Prepares travel itineraries, arrangements, and vouchers,
- Organizes and maintains the filing system of cases and correspondence.
- Maintains office supplies and equipment and handles routine office matters.
- Performs a variety of confidential tasks.

QUALIFICATIONS

Minimum Qualifications: To be eligible for appointment at JSP 9, a candidate must possess the following:

- High school graduate or equivalent;
- Two years of progressively responsible general clerical or secretarial experience that provided a good knowledge of office clerical practices such as filing, telephone usage, and typing; and
- Four years of specialized experience which is progressively responsible secretarial experience that involved responsibility as the principal office assistant to a supervisor who was dealing with law-related matters (such as might be found in a law, insurance, or real estate office.)

Educational Substitutions:

- a) Education in a college, university, or secretarial school of recognized standing may be substituted for a maximum of one year of general experience on the basis of 30 semester (45 quarter) hours equals nine months of experience.
- b) A bachelor's degree from a college or university of recognized standing may be substituted for two years of general experience. Preferably, such degree should have included courses in law, government, public, or business administration or related fields.
- c) 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 (30 semester or 45 quarter hours) equals one year of experience. Less than one full year of study will be credited on a pro-rate basis.

Desired Qualifications: Prior experience in a legal or court environment, familiarity with Lotus Notes, and experience with Case Management/Electronic Case Files (CM/ECF) system.

Candidates must also demonstrate:

- Proficiency in WordPerfect and Word;
- A consistent past employment record;
- Experience in dealing with routine and complex assignments;
- Excellent typing and proofreading skills;
- A demonstrated ability to think through, analyze, and interpret written communications;
- Ability to prioritize tasks and work assignments;
- Superior oral and written communication skills;
- Strong interpersonal skills; and
- A professional demeanor and appearance appropriate for a law or professional office environment.

SALARY RANGE

This position is classified at JSP 9 to JSP 11 (\$50,021 - \$60,520) depending upon the qualifications and experience of the successful candidate.

Employee Benefits:

Employees of the United States District Courts are not included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of these benefits are:

- Full-time employees accrue 13 days of paid vacation per year for the first 3 years of employment up to a maximum of 26 days per year at the 15-year anniversary.
- Participation in a retirement program with optional participation in the federal government's deferred compensation program, the Thrift Savings Plan.
- Optional participation in a federal health insurance plan of choice.
- Optional participation in supplemental insurance programs, including group long-term care, group long-term disability insurance program, and dental and vision insurance programs.
- Optional participation in the flexible spending account program for unreimbursed medical, dental, and vision expenses; dependent care expenses; and commuter expenses.
- A minimum of 10 paid holidays per year.
- Time-in-service credit for employees of other federal agencies, as well as time for those with prior military service, for determining leave accrual and retirement benefits.

HOW TO APPLY

To apply, submit a letter of interest and chronological resume together with an Application for Employment – U.S. District Court, District of Oregon, and a list of 3 professional references to the address below. These items should arrive at the Court no later than 4:30 p.m. on January 22, 2013. Application forms are available on the Court's website at www.ord.uscourts.gov in fillable format. These forms are also available at the Portland Clerk's Office (see address below). Please type or print all information and sign and date forms where indicated. Incomplete packets and those submitted after the deadline date will not be considered. Verification of employment, education, and reference checks will be made prior to any offer of employment.

Judicial Assistant
Human Resources Division
United States District Court, District of Oregon
1000 SW Third Avenue, Suite 740
Portland, Oregon 97204

The Court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Division of the Clerk's Office at 503/326-8165. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

CONDITIONS OF EMPLOYMENT

- Employees of the United States Courts serve under "Excepted Appointments" and are considered "at will" employees. As such, employment can be terminated at any time. Furthermore, Federal Civil Service classifications do not apply.
- Duty station assignments are at the sole discretion of the appointing officer.
- This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (i.e., Direct Deposit). (Limited exceptions are available upon request.)
- Applicants must be United States citizens or eligible to work for the United States government. Appointment is contingent upon providing proof of U.S. citizenship or proof of authorization to work in the United States as required by the Immigration Reform and Control Act of 1986.
- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- An FBI background check is required for all individuals appointed to positions in the District Court. New employees are considered "provisional hires" pending the successful completion of the FBI background check.
- The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement entirely, either of which may occur without prior written or other notice.
- All information is subject to verification and background investigation.
- If selected for a first-time appointment to a position in the District of Oregon, you will be required to complete a six-month probationary period of employment. Failure to successfully complete the probationary period may result in termination of employment.
- In the event a position becomes vacant in a similar classification within a reasonable time from the original announcement, the appointing officer may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.

U.S. DISTRICT COURT FOR THE DISTRICT OF OREGON

The United States District Court for the District of Oregon is a federal trial court within the Judicial Branch of the federal government. The District's geographic jurisdiction covers an area in excess of 96,000 square miles and encompasses the state of Oregon.

The District Court consists of six district judgeships, six senior district judges, six magistrate judgeships, two recalled magistrate judges, one part-time magistrate judgeship, the Office of the Clerk of Court, the U.S. Probation Office, the U.S. Pretrial Services Office, and the U.S. Public Defender's Office.

The United States District Court for the District of Oregon is an Equal Opportunity Employer