



United States Bankruptcy Court
Middle District of Florida
400 W. Washington Street
Orlando, Florida 32801



POSITION ANNOUNCEMENT

Position: Judicial Assistant

Location: Orlando, Florida

Starting Salary: \$42,960 - \$57,408

(JSP 8 – 11) Starting salary commensurate with experience in accord with US Court Guidelines

Date: February 20, 2013

Announcement No. 13-05

Closing Date: March 4, 2013

Position Overview

The United States Bankruptcy Court for the Middle District of Florida, Orlando, is seeking applicants for the position of full-time Judicial Assistant to the newly appointed United States Bankruptcy Judge. The individual will be responsible for providing administrative and clerical support and work cooperatively with other support staff members. The caseload in the jurisdiction is heavy.

Representative Duties and Responsibilities include:

- Receive, screen and refer telephone and in-person callers. Answer general inquiries from knowledge of Judge's activities and office operations. Handle administrative matters in chambers.
- Type in final form the Judge's material, including correspondence, memoranda, reports, legal documents, statistics and other items. Assemble and attach supplemental material, as required. Check citations quoted, edit, proof, and finalize material to assure accuracy.
- Screen incoming mail and handle routine matters. Route mail to appropriate destination.
- Maintain Judge's calendar; schedule, change and cancel appointments as directed. Arrange meetings and conferences for judge and support personnel.
- Maintain stock of office supplies
- Arrange business travel itineraries for Judge, including plane tickets, hotel, lodging, auto rental, and so forth.
- Liaison for the court's extern/intern law clerks
- Assists with relief courtroom deputy duties.
- Perform errands and other functions as assigned by the Judge.

Minimum Qualifications

Applicants must have a minimum of five (5) years office experience with three (3) years of substantial experience as an executive secretary to a judicial officer, lawyer or other high level executive. Skill in written and oral communications, including the writing, editing and proofreading of documents for content, grammar, punctuation, style, and abbreviations. This is an extremely fast-paced position which requires the incumbent to be versatile, present a professional demeanor, possess good judgment, excellent organizational and analytical skills, and the ability to meet short deadlines in high-pressure situations. Previous legal experience is required and bankruptcy experience is preferred, strong motivation and an ability to handle the full range of secretarial duties is required. Must be a team player and possess the ability to establish and maintain effective working relationships with others. Experience with MS Office is required and experience with Lotus Notes and CM/ECF is desirable. A high school diploma is required and an associate's degree or higher is preferred.

Application and Selection Procedures

Qualified applicants are invited to submit, on or before Monday, March 4, 2013, a cover letter, current resume and salary history. Please submit application materials in an envelope marked **“CONFIDENTIAL”** to: Celia Rodenmeyer, Human Resources Manager, United States Bankruptcy Court, 400 W. Washington Street, Suite 5100, Orlando, FL 3280.

Interviews will be scheduled after the deadline for receipt of resumes. The best-qualified applicants will be invited for interviews. Applicants selected for interviews must pay all travel expenses. We will only make contact with those qualified applicants who will be invited for an interview. No telephone calls, facsimiles, or e-mails please.

*The United States Bankruptcy Court is an equal opportunity employer.
All applicants must be a U.S. citizen or be eligible to work in the United States.
All appointments are subject to FBI Fingerprint Background Check*

Information for Applicants

- Employees of the United States Bankruptcy Court are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.
- Starting salary is commensurate with work experience and prior pay history.
- The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Judge may elect to select a candidate from the applicants who responded to the original announcement without posting the position.
- The final candidate will be required to undergo an FBI criminal background check. Appointment to this position is provisional, contingent upon a background check, and retention depends upon a favorable suitability determination after a background check has been concluded.
- All information provided by applicants is subject to verification. Applicants are advised that false statements or omissions of information on any application materials or the inability to meet employment conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.
- All court employees are "at will" employees and, therefore, the appointee may be removed from this position at any time if, after reasonable on-the-job training, the appointee fails to perform at a satisfactory level.
- Relocation expenses will not be provided for this position.
- This position is subject to mandatory electronic fund transfer participation for payment of net pay.

Employee Benefits

The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are not included in the Government's Civil Service classification. They are, however, entitled to similar benefits as other federal employees.

- Merit and classification increases
- Choice of health benefit plans
- Vacation Leave and Sick Leave
- Participation in a group life insurance program
- Participation in a group long-term disability insurance program
- Participation in a long-term care program
- Ten paid holidays per year
- Participation in Federal Employees Retirement System