

U. S. BANKRUPTCY COURT
Northern District of Oklahoma
 Announcement Number: FY13/002
 August 19, 2013



POSITION: Judicial Assistant to Chief Judge
 Full-Time Position

LOCATION: Tulsa, Oklahoma

STARTING SALARY: JSP 5/1 – JSP 11/10 (\$31,315 - \$74,628)
 Salary commensurate with qualifications and experience

CLOSING DATE: Open until filled. To ensure consideration, submit resume and/or court application by 4:30 p.m., September 13, 2013.

POSITION OVERVIEW: The United States Bankruptcy Court for the Northern District of Oklahoma is seeking qualified applicants for a Judicial Assistant position. The Judicial Assistant has responsibility for general office management. The duties include, but are not limited to, receiving and screening telephone and in-person callers; screening incoming and preparing outgoing communications; maintaining the judge’s calendar; coordinating appointments with attorneys, court security and other courthouse personnel; preparing and editing legal documents, correspondence, reports and statistics; organizing and maintaining chambers filing system; providing assistance to law clerks; preparing travel itineraries, arrangements and vouchers; and, maintenance of the chambers’ library. The position requires a strong secretarial or paralegal background.

REQUIREMENTS: Applicants should have excellent administrative and organizational skills; the ability to communicate effectively (orally and in writing) with a variety of individuals and groups, including judges, court unit executives, members of the bar, and the public; knowledge of legal documents and terminology; skill in assisting with planning, organizing, and handling logistical arrangements for meetings, conferences, and events; strong knowledge of, and skill in, using personal computers and applications, such as word processing, spreadsheets, e-mail, and the internet; skill in using standard office equipment (copiers, fax machines, scanners, etc.); and, an excellent command of English grammar, spelling, punctuation and proofreading. The successful applicant should possess the desire to work positively and cooperatively with others, while maintaining strict confidentiality with respect to duties and responsibilities. He or she also must be adaptable, flexible, customer-focused, and have a strong sense of personal and professional integrity. In addition, legal research and/or cite checking skills and familiarity with legal databases, such as Lexis, Westlaw, and the federal courts’ Case Management/Electronic Case Files (CM/ECF) are preferred.

QUALIFICATIONS: For appointment to this position, at any grade, the **minimum education requirement** is possession of a high school diploma, G.E.D., or other recognized certificate. The **general experience** requirement is two years and the **specialized experience** requirement differs (increases) for each grade, as outlined below.

JSP Grade	Years of General Experience	Years of Specialized Experience	Total Years of Experience
5	2	0	2
6	2	1	3
7	2	2	4
8	2	3	5
9	2	4	6
10	2	5	7
11	2	6	8

General experience is defined as 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 is defined as progressively responsible clerical or administrative experience requiring the regular and recurring application of procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment. Such experience is commonly encountered in the legal field, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Educational Substitutions: Education in a college, university or secretarial school of recognized standing may be substituted for a maximum of one year of the **general experience**. A bachelor's degree 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.) Education in a legal or paralegal curriculum may be substituted for a maximum of two years of **specialized experience**.

INFORMATION FOR APPLICANTS: Employees of the U. S. Bankruptcy Court are Excepted Appointments and serve at the pleasure of the Court; they are not included in the government's competitive service classification (Civil Service) system, and are considered "At Will". Direct Deposit of pay is mandatory. Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available for review upon request. The Bankruptcy Court hiring procedures follow the guidelines set out in the EEO/EDR Plan, a copy of which is available for review upon request. As a condition of employment, an FBI Background Check or Investigation and a NCIC check are required. Selection for this position is contingent upon proof of U.S. citizenship or eligibility to work in the United States.

BENEFITS: Paid federal holidays; annual and sick leave; retirement, thrift savings plan, life insurance, health insurance, dental and vision insurance, long-term care and long term disability insurance, and flexible spending benefits.

HOW TO APPLY: Submit a Federal Judicial Branch application for employment and/or resume along, with a cover letter explaining why you would be a good fit for this position. To ensure consideration, apply by 4:30 p.m. on September 13, 2013. Cover letters and resumes and/or applications may be mailed or hand delivered to: **US Bankruptcy Court, Oklahoma Northern, Human Resources – FY13/002, 224 S Boulder Ave, Suite 105, Tulsa, OK 74103**. Or, they can be sent as a PDF, via e-mail, to: hr1@oknb.uscourts.gov

The **application form can be found** on Court's website at www.oknb.uscourts.gov.

Questions regarding this announcement can be directed to Charlotte Griggs, Office of Human Resources, (918) 699-4841.

AN EQUAL OPPORTUNITY EMPLOYER