



United States District Court
District of New Mexico
Office of the Clerk
333 Lomas Blvd. NW, Ste 270
Albuquerque, NM 87102
Telephone: 505-348-2000

NOTICE OF JOB OPPORTUNITY
UNITED STATES DISTRICT COURT, DISTRICT OF NEW MEXICO

Vacancy Announcement #: 14-ABQ/JSP-4

ANNOUNCEMENT DATE: **July 15, 2014**

CLOSING DATE: **August 1, 2014**
Or until filled

POSITION: **Judicial Assistant (Part-time, 20 hours)**

STARTING LEVEL/SALARY: **JSP 4 to JSP 11, \$14,135 to \$37,688 Annual**
(Depending on Qualifications)

LOCATION: **Albuquerque, New Mexico**

POSITION OVERVIEW

This position is located in the Albuquerque Office of the U.S. District Court for the District of New Mexico, and is assigned to the Honorable James O. Browning. Successful candidate must comply with the requirements of the Judicial Conference of the United States Courts and the *Guide to Judiciary Policy*.

DUTIES AND RESPONSIBILITIES

- ◆ Receive, screen and refer telephone calls and visitors.
- ◆ Maintain the Judge's professional and personal calendars.
- ◆ Complete the Judge's travel arrangements and preparing travel vouchers for reimbursement.
- ◆ Prepare judicial correspondence, legal documents, and other records from rough copy, or own notes, for the Judge's review and signature.
- ◆ Perform clerical functions related to the Case Management/Electronic Case Filing (CM/ECF) system.
- ◆ Receive, screen, and route mail.
- ◆ Coordinate general activities of the Judge's office, including arranging equipment maintenance, ordering supplies, and contacting the appropriate individuals(s) necessary to maintain the physical needs of the office; maintaining a comprehensive filing system; developing standard office procedures; and assisting and training other Judge's staff members in such procedures.
- ◆ Other duties as required by the Judge.

MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS

Applicant must be a high school graduate or equivalent and possess a minimum of 1 year general experience.

General Experience

Progressively responsible general clerical or secretarial experience which provided a good knowledge of office clerical practices such as filing, telephone usage, and typing.

EXPERIENCE 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 on the basis of 30 semester (45 quarter) hours equal nine months of experience.

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.

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-rata basis.

COURT PREFERRED EXPERIENCE/QUALIFICATIONS:

Two years of specialized experience in the legal profession is preferred. Computer knowledge and good writing skills are preferred. Education above the high school level from an accredited institution will be considered and is preferred. Experience and/or post-secondary education specifically related to legal or court functions is preferred. Familiarity with federal rules and procedures is helpful, but not mandatory.

Specialized Experience

Progressively responsible secretarial experience which involved responsibility as the principal office assistant to a supervisor who was dealing with law-related matters (such as those that might be found in a law, insurance or real estate office).

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

OFFICE ADMINISTRATION

- ◆ Necessary skills and abilities to meet the needs of the Judge's office in a professional, organized manner while exercising complete discretion in the handling of confidential and sensitive matters.
- ◆ Strong organizational and people skills.
- ◆ Ability to type and perform computer related work with efficiency and accuracy.
- ◆ Skill in administrative matters such as file maintenance, record keeping, and reporting.

JUDGMENT AND ETHICS

- ◆ Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- ◆ The successful candidate should be mature, responsible and poised; possess tact, good judgment, and initiative; and have the ability to work harmoniously with others.

WRITTEN AND ORAL COMMUNICATION

- ◆ Ability to communicate effectively (orally and in writing) with judges, counsel, and others.
- ◆ The individual must possess skills in written and oral communications, including the writing, editing, and proofreading of documents for spelling, grammar, punctuation, style, and abbreviations.

INFORMATION TECHNOLOGY AND AUTOMATION

- ◆ Incumbent must be skilled in the use of personal computers and associated software (e.g., WordPerfect, Microsoft Word) to perform duties of the position.
- ◆ Knowledge of electronic case management software.

CONDITIONS OF EMPLOYMENT

- ◆ Employees must be United States citizens or eligible to work in the United States.
- ◆ Employees of the United States District Court are Excepted Service Appointments; Excepted Service Appointments are “at will” and can be terminated with or without cause by the court.
- ◆ After each new appointment or promotion, employees are subject to a one-year probationary period beginning on the date of their appointment. This provides time for the employee to become acquainted with the functions of the new position and allows the appointing official to evaluate the employee’s overall performance. There is no appeal process available to any employee dismissed during the probationary period.
- ◆ The United States District Court requires employees to adhere to a code of Ethics and Conduct. Applicants are subject to a criminal background investigation and skills assessment testing.
- ◆ An individual may be hired provisionally pending successful completion of the necessary records checks.
- ◆ Travel for an interview and relocation expenses will not be reimbursed.
- ◆ The court provides reasonable accommodations to applicants with disabilities.
- ◆ Direct deposit (EFT) of salary earnings is required.

BENEFITS

A generous benefits package is available to part-time permanent employees which may include:

- ◆ A minimum of 10 paid holidays
- ◆ Paid annual leave (accrues at the part-time rate of 1 hour for every 20 hours in a pay status for the first three years).
- ◆ Paid sick leave (accrues at 1 hour for every 20 hours in a pay status regardless of years of service)
- ◆ Optional participation in Federal Employees Health Benefits, Federal Employees Group Life Insurance, the Flexible Benefits Program’ and Long-Term Care Insurance
- ◆ Retirement benefits (FERS FRAE)
- ◆ Thrift Savings Plan
- ◆ Eligibility for private long term disability plan options
- ◆ Credit for prior government service

APPLICATION INFORMATION

Qualified applicants must submit a **cover letter with three references, resume, and *AO-78 (*Federal Judicial Branch Application for Employment*)** by email to: usdcjobs@nmcourt.fed.us. Please include “Part-time Judicial Assistant” in the subject line.

* The AO-78 can be downloaded at www.uscourts.gov.

Applications must be submitted in ONE PDF document.

Illegible or incomplete applications may result in loss of consideration for the position. Applications must be received by the deadline. PDF format is required. Documents that cannot be downloaded by the court cannot be considered.

Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted. Interviews may be conducted by videoconference for employees located at other division offices and as necessary. The U.S. District Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may elect to select a candidate from the original qualified applicant pool.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER