



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 #: 12-ABQ/EXEC-1

ANNOUNCEMENT DATE: May 11, 2012

CLOSING DATE: May 29, 2012
Or until filled

POSITION: Executive Assistant to the Clerk of Court (Full-time)

STARTING LEVEL/SALARY: CL25/Step 1 to CL26/Step 61 (Target CL26)
\$37,941 to \$67,951
(Depending on Qualifications)

LOCATION: Albuquerque, New Mexico

POSITION OVERVIEW

The U.S. District Court, District of New Mexico is seeking an Executive Assistant to the Clerk of Court. This position is located in the Clerk's Office in Albuquerque. The incumbent is often the initial point of contact for the Clerk and the Clerk's Office, and handles a wide variety of interactions involving diverse audiences, issues, and subject areas. In addition, the incumbent provides direct administrative support services for the Clerk and the Executive Section of the Clerk's Office.

DUTIES AND RESPONSIBILITIES

- ◆ The successful candidate will serve directly as the Executive Assistant to the Clerk of Court in all operational areas involved with the executive management of a Clerk's Office.
- ◆ Receive, screen and refer telephone calls and visitors. Answer routine inquiries and handle complaints, providing assistance to the public as authorized and maintaining confidentiality of sensitive matters.
- ◆ Coordinate general activities of the Clerk of Court's office, including arranging equipment maintenance, ordering supplies, and contacting the appropriate individual(s) necessary to maintain the physical needs of the office; developing standard office procedures; and assisting

and training other staff members in such procedures.

- ◆ Maintain the Clerk's professional and personal calendars.
- ◆ Complete the Clerk's travel arrangements and prepare travel vouchers for reimbursement.
- ◆ Provide clerical and administrative assistance to the Clerk of Court by preparing executive correspondence, legal orders, memoranda and other materials for the Clerk's review and signature.
- ◆ Maintain and update manuals for the Clerk's Office.
- ◆ Provide occasional research and analytical support by gathering, reviewing and analyzing data from a variety of resources and preparing reports as directed by the Clerk.
- ◆ Provide logistical coordination for meetings, conferences and other events (e.g., employee length of service awards, new judge investitures, etc.).
- ◆ Develop, keep and maintain integrity of all electronic files associated with the Clerk of Court's office administration, including maintaining certain reference materials, general orders and local rules.
- ◆ Other special projects and duties as assigned.

MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS

Incumbent must be a high school graduate, or equivalent, with two years general experience and one year specialized experience. To qualify for a CL 26, incumbent must have one year of specialized experience equivalent to work at a CL-25, and have completed the requirements for a bachelor's degree from an accredited college or university.

General Experience

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

Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical 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 for word processing, data entry or report generation. Such experience is commonly encountered in law firms; legal counsel offices; financial, real estate and insurance institutions; educational institutions, social service organizations, corporate headquarters, etc.

EDUCATIONAL SUBSTITUTIONS

Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience. Education may not be substituted for specialized experience because court support positions require hands-on experience to be credited as specialized experience.

EXPERIENCE SUBSTITUTIONS

Excess specialized experience may be substituted for required general experience.

COURT PREFERRED EXPERIENCE/QUALIFICATIONS

Education above the high school level from an accredited institution may be considered and is preferred. Strong office management skills and court or legal experience preferred. Knowledge of electronic case management software (CM/ECF) preferred.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

OFFICE ADMINISTRATION

- ◆ Necessary skills and abilities to manage an executive office in a professional, organized manner while exercising complete discretion in the handling of confidential and sensitive matters.
- ◆ Excellent problem-solving skills. Skill in recognizing and analyzing administrative problems and recommending alternatives and solutions.
- ◆ Skill in research and analysis of administrative issues.
- ◆ Skill in assisting with planning, organizing, and handling logistical arrangements for meetings, conferences and events.
- ◆ Strong organizational and people skills.

COURT OPERATIONS

- ◆ Ability to interpret and apply relevant court policies, procedures, practices, and guidelines related to office administration.
- ◆ Ability to learn office department and division organizational roles and responsibilities.
- ◆ Skill in research and analysis of operational issues.

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 initiative, good judgment, and tact; be positive, friendly, team-oriented and able to work harmoniously with others.

WRITTEN AND ORAL COMMUNICATION

- ◆ Ability to communicate clearly and concisely 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, abbreviations, and correct legal citation formats.

INFORMATION TECHNOLOGY AND AUTOMATION

- ◆ Incumbent must be skilled in the use of personal computers and associated software (e.g., Windows, WordPerfect, Word, Acrobat) to perform duties of the position.

CONDITIONS OF EMPLOYMENT

- ◆ After each new appointment, promotion, reassignment or reclassification, 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 employee's supervisor or manager to evaluate the employee's overall performance. There is no appeal process available to any employee dismissed during the probationary period.

- ◆ 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.
- ◆ The United States District Court requires employees to adhere to a code of Ethics and Conduct. Applicants are subject to a criminal background investigation as a condition of employment.
- ◆ 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 full-time permanent employees which may include:

- ◆ A minimum of 10 paid holidays
- ◆ Paid annual leave in the amount of 13 days per year for the first three years, 20 days after three years, and 26 days after fifteen years
- ◆ Paid sick leave in the amount of 13 days per year
- ◆ Optional participation in Federal Employees Health Benefits
- ◆ Optional participation in Federal Employees Group Life Insurance
- ◆ Optional participation in the Flexible Benefits Program
- ◆ Optional participation in Long-Term Care Insurance
- ◆ Retirement benefits (FERS)
- ◆ Thrift Savings Plan
- ◆ Eligible for private long term disability plan options
- ◆ Credit for prior government service

APPLICATION INFORMATION

Qualified applicants must submit a **cover letter with three references and an *AO-78 (*Federal Judicial Branch Application for Employment*)** by email to: usdcjobs@nmcourt.fed.us. Please include “Executive 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 opened 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 and must travel at their own expense. 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