



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/JSP-2

ANNOUNCEMENT DATE: August 27, 2012

CLOSING DATE: September 28, 2012 or until filled
Preference given to applications received by September 28, 2012

POSITION: Executive Judicial Assistant (Full-time)

STARTING LEVEL/SALARY: JSP 11 \$57,408 to \$74,628
(Depending on Qualifications)

LOCATION: Albuquerque, New Mexico

POSITION OVERVIEW

This position is located in the Albuquerque office of the Chief Judge of the U.S. District Court for the District of New Mexico. The incumbent is often the initial point of contact for members of the public, Judges and Chambers' staff, the Court Clerk and the Clerk's Office, the Chief Probation Officer and Probation Department staff, and the United States Marshal and staff, and handles a wide variety of interactions involving diverse audiences, issues, and subject areas. This position provides office assistance, and some case management responsibilities, in accordance with approved internal procedures and policies. In addition, the incumbent provides direct administrative support services for the Chief Judge. Successful candidate must comply with the requirements of the Judicial Conference of the United States Courts and the *Guide to Judiciary Policy*. Travel to divisional offices within New Mexico may also be required.

DUTIES AND RESPONSIBILITIES

- ◆ Serve directly as the Executive Judicial Assistant to the Chief Judge in all administrative and case management areas assigned and within the Office of the Chief Judge.
- ◆ Receive, screen and refer telephone calls and visitors. Answer routine inquiries and provide assistance to the public as authorized and maintain confidentiality of sensitive matters.
- ◆ Coordinate general activities of the Chief Judge's office, including arranging equipment maintenance, ordering supplies, and contacting the appropriate individual(s) necessary to maintain the physical needs of the office.
- ◆ Maintain the Chief Judge's professional and personal calendars.

- ◆ Complete the Chief Judge's travel arrangements and prepare travel vouchers for reimbursement.
- ◆ Provide clerical and administrative assistance to the Chief Judge by preparing correspondence, memoranda, legal documents, and other records from dictation, rough copy, or own notes for the Chief Judge's review and signature.
- ◆ Maintain and update Chambers' manuals, as assigned.
- ◆ Provide occasional research and analytical support by gathering, reviewing and analyzing administrative data from a variety of resources and preparing reports as directed.
- ◆ Provide logistical coordination for meetings and conferences.
- ◆ Develop, keep and maintain integrity of all electronic files associated with the Chief Judge's office, office administration, including maintaining certain reference materials, general orders and local rules.
- ◆ Receive, screen, and route mail.
- ◆ Perform clerical functions related to the Case Management/Electronic Case Filing (CM/ECF) system.
- ◆ Other special projects and other duties as assigned.

MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS

To qualify for appointment at the JSP 11 level, applicant must be a high school graduate or equivalent AND possess a minimum of 6 years' specialized experience, plus 2 years' 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.

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 might be found in a law, insurance or real estate office).

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

Court and/or legal experience, computer knowledge, and good writing skills are preferred. Education above the high school level from an accredited institution may be considered and is preferred. Experience and/or post-secondary education specifically related to legal or court functions is preferred.

Strong office management or administrative skills are also preferred, as is knowledge of electronic case management software (e.g., CM/ECF). Familiarity with federal rules and procedures is helpful, but not mandatory.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

OFFICE ADMINISTRATION

- ◆ Necessary skills and abilities to manage the judge's office in a professional, organized manner while exercising complete discretion in the handling of confidential and sensitive matters.
- ◆ Necessary skills and abilities to work in an executive office in a professional, organized manner and to handle confidential and sensitive matters and maintain the confidentiality of those matters.
- ◆ Excellent problem-solving skills. Skill in recognizing and analyzing administrative problems and recommending alternatives and solutions.
- ◆ Skill in assisting with planning, organizing, and handling logistical arrangements for meetings, conferences and events and Court sponsored functions.
- ◆ Strong organizational and people skills and the ability to work in a team environment.

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.
- ◆ Knowledge of legal documents and terminology.
- ◆ Knowledge of or ability to learn and apply federal rules and local court rules, policies, procedures, and protocols.

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; be friendly, team-oriented and have the ability to work harmoniously with others.

WRITTEN AND ORAL COMMUNICATION

- ◆ Ability to communicate clearly and concisely with judges, counsel, and others.
- ◆ 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., WordPerfect, Word, Acrobat) to perform duties of the position.
- ◆ Skill in using standard office equipment (telephones, copiers, fax machines, scanners, etc.).
- ◆ Skill in using a multi-line telephone efficiently and in a timely manner.

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.
- ◆ The successful candidate must have the ability to work late hours, to travel occasionally to off-site meeting locations or divisional offices within New Mexico, and the ability to come to work on short notice for emergency assignments.
- ◆ 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
- ◆ 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, current résumé, and an *AO-78 (*Federal Judicial Branch Application for Employment*)** by email to: sandi_perez@nmcourt.fed.us. Please include “Executive 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. 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