



UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND VACANCY ANNOUNCEMENT

POSITION: Judicial Assistant to a District Judge
DUTY STATION: Baltimore, Maryland

OPENING DATE: January 9, 2018
CLOSING DATE: Open until Closed with first preference given to those received by January 19, 2018*

SALARY: JSP 8 (starting salary \$50,912, full salary range = \$50,912 - \$66,191) Two years of general experience** or college degree, plus an additional three years of specialized experience**

JSP 9 (starting salary \$56,233, full salary range = \$56,233 - \$73,105) Two years of general experience** or college degree, plus an additional four years of specialized experience**

JSP 10 (starting salary \$61,926, full salary range = \$61,926 - \$80,505) Two years of general experience** or college degree, plus an additional five years of specialized experience**

Possible promotion potential to the JSP 11 (\$68,036 - \$88,450) without further competition.

The U.S. District Court for the District of Maryland is seeking qualified applicants for the full-time position of Judicial Assistant to a United States District Judge. This is an executive administrative position with responsibility for office management, organizing office workload, and screening requests and materials for the judge.

Duties include, but are not limited to, the following:

- Manage chambers case management system and work flow as well as the judge's calendar.
- Prepare and/or edit legal documents, correspondence, memoranda, agendas for meetings and conferences, reports and statistics.
- Organize and maintain the filing system of cases and correspondence.
- Receive, screen, and refer telephone and in-person callers; screen incoming and outgoing mail in electronic or paper format, and route to appropriate destination.
- Provide assistance to law clerks by reviewing documents for proper legal form.
- Prepare travel itineraries, arrangements and vouchers.
- Maintain office supplies and equipment and handle routine office matters.

Qualifications and Requirements:

- High school graduate or equivalent required.
- Two years general clerical or secretarial experience which provided a good knowledge of office clerical practices such as filing, telephone usage, and typing required. A bachelor's degree may be substituted for two years of general experience.
- Three to five years of specialized experience required and will determine salary. Specialized experience is defined as progressively responsible experience in an administrative or law related position.
- Consummate professionalism, discretion and integrity required. Must be able to manage multiple priorities with conflicting deadlines.
- Excellent communication skills (both verbal and written), computer skills, organizational skills, and interpersonal skills required.
- Proficiency in Word is required. Familiarity with Lotus Notes and electronic case filing, especially the CM/ECF (Case Management/Electronic Case Files) system, desired. Prior experience in a legal or court environment strongly preferred.

Federal Benefits:

- 10 paid holidays per year.
- 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 of federal service.
- Paid sick leave in the amount of 13 days per year.
- Mandatory participation in the Federal Employees Retirement Program and the Social Security Retirement program.
- Optional participation in the Thrift Savings Plan.
- Optional participation in the Federal Employees Health, Dental, Vision and Life Insurance programs.
- Optional participation in the Long Term Disability Plan, Long Term Care Insurance and Flexible Benefits programs.
- Optional participation in the Commuter Benefit program.

How to Apply:

Submit resume, cover letter stating the reason for your interest and a completed [AO-78 Application for Federal Employment](#) as a single PDF document to: jobs@mdd.uscourts.gov

****To ensure first consideration, complete application packets must be received no later than 5:00 p.m. on January 19, 2018. Incomplete submissions will not be considered.***

** General experience is progressively responsible clerical or secretarial experience which provided a good knowledge of office clerical practices such as filing, telephone usage, and typing. Education above high school may be substituted for general experience.

** Specialized experience is progressively responsible experience which involved responsibility as the principal office assistant to a supervisor dealing with law-related matters. Specialized experience should include at least one year of experience at or equivalent to the next grade below the grade of the position for which the person is being considered.

- Due to the volume of applications received, the court will only communicate with those individuals invited for an interview.
- The United States District Court is an Equal Opportunity Employer. All applications will be reviewed to identify the best qualified candidates.
- Applicants must be a United States citizen or national or a permanent resident who is seeking citizenship in the United States. Successful candidate for this position is subject to a full fingerprint and background records check and mandatory electronic direct deposit of salary payment.
- An FBI background check is required for all individuals appointed to positions in the Clerk's Office. New employees are considered "provisional hires" pending the successful completion of the FBI background check.
- Selected applicant will be required to complete a one-year probationary period. Failure to successfully complete the probationary period may result in termination of employment.
- Positions in the United States Courts are excepted appointments, are not under the Civil Service System, and are "at will" employees.
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.
- In the event a position becomes vacant in a similar classification within a reasonable time from the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.