



## UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND

**Readvertisement – Applicants who have previously applied will still be considered and do not need to reapply**

**POSITION:** Executive Assistant to Court Executives  
**LOCATION/DUTY STATION:** Baltimore, Maryland  
Occasional travel to alternate courthouse as needed

**OPENING DATE:** September 3, 2019  
**CLOSING DATE:** Open Until Filled with first preference given to applications received by September 18, 2019\*

**SALARY:** CL 25 (\$45,995 - \$74,782) Two years of general experience\*\* or college degree plus two years of specialized experience\*\* required  
CL 26 (\$50,669 - \$82,326) Two years of general experience\*\* or college degree plus three years of specialized experience\*\* required

The Clerk of the United States District Court for the District of Maryland is seeking qualified applicants for the full-time position of Executive Assistant to the Court Executives. The Executive Assistant performs administrative support services for the executive team which includes the Clerk of Court and the Chief Deputies. The incumbent ensures the efficient management and support of events, meetings, correspondence, reports, and researches and analyzes problems and develops solutions.

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

- Maintain calendar and schedules for the executive team. Schedule and confirm meetings. Prepare correspondence, legal documents, reports, and other materials for review and signature. Edit materials prepared by others for accuracy, proper grammar, and spelling.
- Coordinate conferences, meetings, and court and judicial ceremonies, including activities such as site planning, logistics, printing, security, and refreshments. Assist in the preparation of agendas; act as secretary for meetings, preparing materials, taking and distributing minutes of proceedings.
- Receive, screen, and refer telephone calls and personal visitors. Answer routine inquiries and provide assistance to the public, judges and their staff, other court support units, other courts, and members of the bar, maintaining the confidentiality of sensitive matters. Receive, screen, and route mail to appropriate persons or offices.
- Research inquiries and develop responses for the executive team or respond directly, as delegated.
- Provide administrative and operational support as needed for regular court functions and special projects.
- Assist with maintaining and updating official forms and templates created in Microsoft Office and Adobe pdf fillable format.
- Assist with maintaining and updating the office's website by contributing content and design assistance.
- Track and monitor office calendars, projects and issues. Review reports (electronic and paper) to identify deadlines.

### **Qualifications and Requirements:**

- High school graduation or equivalent required.
- Ability to exercise good judgment, act with diplomacy, and maintain confidentiality.
- Proficiency in Microsoft Office Suite.
- Ability to communicate effectively, both orally and in writing, with persons with varying experiences and backgrounds. Excellent interpersonal skills.
- Excellent organizational and administrative skills; accuracy and attention to detail essential. Ability to manage multiple tasks, priorities, and deadlines.
- Excellent analytical, problem solving, critical thinking and research skills.

### **Preferred Skills:**

- Strong independent writing skills.
- Knowledge of federal court operations, including familiarity with CM/ECF.
- Four-year college degree or progress toward a college degree in a related field.

## 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 program.
- Optional participation in the Thrift Savings Plan, the Federal Employees Health, Dental, Vision and Life Insurance programs, the Long-Term Disability Plan, Long-Term Care Insurance and Flexible Benefits programs and the Commuter Benefit program.

## How to Apply:

Submit resume, salary history and a cover letter stating the reasons for your interest in the position, and a completed AO-78 Application for Federal Employment as a single PDF document to: [jobs@mdd.uscourts.gov](mailto:jobs@mdd.uscourts.gov). Include the job title for which you are applying in the subject header of the email.

**\*\*To ensure first consideration, complete application packets must be received no later than 5:00 p.m. on September 18, 2019.**

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**General experience** is 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. Education above high school may be substituted for general experience.

**Specialized experience** is progressively responsible clerical or administrative experience that is in, or closely related to, the duties and responsibilities of the position and which has demonstrated the particular knowledge, skills and abilities to successfully perform the duties of the position and involves the routine use of automated software and keyboarding for word processing for report generation.

- 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.
- In the event a position becomes vacant in either division and 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.

## Conditions of Employment:

- 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.
- This is a sensitive position within the Federal Judiciary. The selected candidate will be hired provisionally, pending the successful completion of the required background investigation and favorable employment suitability determination.
- 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.
- Employees must adhere to the Code of Conduct of Judicial Employees which is available at: <http://www.uscourts.gov/RulesAndPolicies/CodeOfConduct.aspx>
- 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.