



**UNITED STATES DISTRICT COURT
DISTRICT OF MARYLAND
VACANCY ANNOUNCEMENT**
More than one position may be filled

POSITION: Judicial Assistant to a United States Magistrate Judge

DUTY STATION: Baltimore, Maryland

OPENING DATE: November 1, 2024

CLOSING DATE: Open Until Filled with first consideration to applications received by November 22, 2024

SALARY: JSP 9 (starting salary \$68,405, full salary range = \$68,405 - \$88,926)
Two years of general experience** or college degree plus four years of specialized experience**
JSP 10 (starting salary \$75,329, full salary range = \$75,216 - \$97,925)
Two years of general experience** or college degree plus five years of specialized experience**
JSP 11 (starting salary \$82,764, full salary range = \$82,764 - \$107,590) Two years of general
experience** or college degree plus six years of specialized experience**

The Federal Court is seeking qualified applicants for the full-time position of Judicial Assistant to a United States Magistrate Judge with a date to be determined upon confirmation of the Judge but likely between January and April 2025. 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:

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

Qualifications and Requirements:

- High school graduate or equivalent.
- Two years general clerical or secretarial experience which provided a good knowledge of office clerical practices such as filing, telephone usage, and typing required.
- Four to six years of specialized experience required. 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.
- Prior experience in a legal or court environment preferred.
- Excellent communication skills (both verbal and written), computer skills, organizational skills, and interpersonal skills required.
- Proficiency in Word required. Familiarity with Microsoft Outlook and electronic case filing, especially the CM/ECF (Case Management/Electronic Case Files) system, desired.
- Consummate professionalism, discretion and integrity required. Must be able to manage multiple priorities with conflicting deadlines.

Federal Benefits:

- Health, dental, vision, life, and long-term care insurance programs available.
- Flexible spending accounts for health and dependent care available.

- Vacation/annual leave (13-26 days increasing with years of service), sick leave (13 days per year) and paid holidays (11 days).
- Paid parental leave (12 weeks) for the birth or adoption of a child after one year of employment.
- Retirement (FERS - Federal Employees Retirement Program) with employer and employee contributions as well as immediate matching contributions in the Thrift Savings Plan (TSP) 401K style plan.
- The U.S. District Court is a qualifying employer for possible Public Service Loan Forgiveness.
- Free parking available across the street from the courthouse.
- Additional information about the federal judiciary's benefits can be found at www.uscourts.gov/careers/benefits

Application Procedure:

Qualified applicants should submit **one document in PDF format** via email to: jobs@mdd.uscourts.gov that includes the following:

- A **cover letter** addressing the qualifications, skills, and experience necessary to perform the job;
- A current **resume**, including a list of at least three professional **references**.
- A completed **AO78 Form**, Application for Federal Judicial Branch of Employment, which can be found on the Employment Opportunities page of the court's website.

To ensure first consideration, applications should be received by November 22, 2024. To ensure correct vacancy consideration, include Judicial Assistant in the subject header of the email.

** 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.

- Applications will be reviewed, and interviews scheduled, on a rolling basis. This position will close without notice once a qualified candidate is selected. Due to the volume of applications received, the Court may communicate only with those selected for an interview. The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice.
- The United States District Court is an Equal Opportunity Employer. All applications will be reviewed to identify the best qualified candidates.

Conditions of Employment:

- Applicants must be a United States citizen or national or a permanent resident who is seeking citizenship in the United States. A 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>