

U.S. DISTRICT COURT
Northern District of Oklahoma
Announcement Number: FY 16- 03

POSITION: Judicial Assistant to Senior Judge
TYPE: Full-Time Regular
LOCATION: Tulsa, Oklahoma
STARTING SALARY: \$32,318.00 - \$77,019.00 (JSP 5/1-11/10)
OPENING DATE: March 1, 2016
CLOSING DATE: To ensure consideration, apply by April 1, 2016.
REPORT DATE: May 17, 2016

POSITION OVERVIEW: The United States District Court for the Northern District of Oklahoma is seeking qualified applicants for a Judicial Assistant position. The Judicial Assistant functions as a legal secretary for a senior judge and has responsibility as office manager for chambers. The duties include, but are not limited to screening incoming and preparing outgoing communications with an excellent command of English grammar, spelling, punctuation and proofreading; maintaining the office and judge's calendars; coordinating appointments; arranging travel itineraries; maintaining chambers' library; providing assistance to law clerks; editing legal documents such as orders and jury instructions; preparing trial notebooks; writing and entering minute orders; heavy use in the federal courts' Case Management/Electronic Case Files (CM/ECF) entering orders; maintaining and preparing reports on case files; strong knowledge and skill in using WordPerfect; use of internet and intranet; familiarity with legal research on Westlaw; and some accounting experience will be helpful. This position requires a strong secretarial and legal background.

REQUIREMENTS: Applicants should have excellent administrative, organizational, and legal skills; the ability to communicate effectively (orally and in writing) with a variety of individuals and groups, including judges, court unit executives, members of the bar, and the public; extensive knowledge of legal documents and terminology; strong knowledge and skill using personal computers and applications such as WordPerfect, Word, Lotus Notes, Quicken, Westlaw, spreadsheets and CM/ECF; and standard office equipment. The successful applicant should have the ability to pay close attention to detail while multi-tasking and possess the desire to work positively and cooperatively with others, while maintaining strict confidentiality with respect to work and the cases they will be working on. The applicant must be adaptable, flexible and have a strong sense of personal and professional integrity.

QUALIFICATIONS: For appointment to this position, at any grade, the minimum education requirement is possession of a high school diploma, G.E.D., or other recognized certificate. The general experience requirement is two years. The specialized experience requirement ranges from one year for the lowest grade to six years for the highest grade.

General experience is defined as 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 is defined as progressively responsible clerical or administrative experience requiring the regular and recurring application of 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. Such experience is commonly encountered in the legal field, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Educational Substitutions: Education in a college, university or secretarial school of recognized standing may be substituted for a maximum of one year of general experience. A bachelor's degree 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.

APPLICANT INFORMATION: Only qualified applications will be considered for this position. Employees of the U.S. District Court serve under "Excepted Appointments" and are considered "at will". Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees. Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available upon request. The District Court hiring procedures follow the guidelines set out in the Equal Employment Opportunity/Employment Dispute Resolution Plan, which is also available upon request. As a condition of employment, an FBI Background Check including fingerprinting is required. Selection for this position is contingent upon proof of U. S. Citizenship or eligibility to work in the United States.

BENEFITS: Federal benefits include paid vacation and sick leave, 10 paid holidays, and retirement benefits. Optional benefits include health and life insurance, long-term care insurance, long term disability insurance, dental and vision insurance, and flexible benefits. Parking is also provided. Direct Deposit of net pay is mandatory.

HOW TO APPLY: Submit a cover letter explaining why you would be a good fit for this position, a current resume, and a completed federal application for employment (which can be found on the Court's website at www.oknd.uscourts.gov). Mail or hand-deliver application materials to: U. S. District Court, Human Resources Office, Page Belcher Federal Building and United States Courthouse, 333 West Fourth Street, Room 411, Tulsa, OK 74103. Or, if you prefer, you can send the documents via e-mail to: Charlotte_Griggs@oknd.uscourts.gov.

Questions regarding this announcement can be directed to 918-699-4841.

THE U. S. DISTRICT COURT FOR THE NORTHERN DISTRICT OF OKLAHOMA
IS AN EQUAL OPPORTUNITY EMPLOYER