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**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF OKLAHOMA**

www.okwd.uscourts.gov

Position Title: Part-Time Administrative Assistant to Senior U.S. District Judge
Vacancy Number: 23-11
Location: Oklahoma City
Open date: October 23, 2023
Close Date: November 13, 2023
Start Date: January 2, 2024
Starting Salary Range: JSP 9/01-JSP 11/10 (\$28,559-\$44,918)*
* Starting salary commensurate with qualifications and work experience.
Starting salary above step one requires prior federal work experience.

POSITION OVERVIEW: The Administrative Assistant is responsible for a wide variety of administrative and office support services for the judge and chambers' personnel. Incumbent must have excellent administrative and secretarial skills and maintain a positive and professional image at all times. The position requires a strong secretarial background, preferably in the legal field.

MAJOR DUTIES: Prepare correspondence; maintain chambers calendar and filing system; answer phones; receive and assist visitors; provide assistance to law clerks; and serve as a liaison to court staff and other court units on behalf of the judge.

GENERAL EXPERIENCE: Progressively responsible general clerical or secretarial experience that provided a good knowledge of office clerical practices such as filing, telephone usage, and typing.

SPECIALIZED EXPERIENCE: Progressively responsible secretarial experience that involved responsibility as the principal office assistant to a supervisor who was dealing with law-related matters (such as might be found in law, insurance or real estate office).

QUALIFICATION REQUIREMENTS:

- High school diploma, or equivalent required. College degree highly preferred.
- Knowledge of office procedures, practices, processes, and business etiquette.
- Solid time management and organization skills.
- Excellent written, oral and interpersonal skills.
- Excellent computer and word processing skills.
- Excellent attention to detail, follow-through, accuracy and commitment to competing assignments.
- Excellent spelling, punctuation, and grammar.

BENEFITS: Employees of the United States District Court are not classified under Civil Service but are entitled to participate in many of the same benefits as other federal government employees including participation in the retirement system, health, dental, vision, life, and long-term care insurance programs, paid leave, periodic grade and step increases, and paid holidays.

ADDITIONAL INFORMATION: Schedule will be Monday through Friday 8:00 AM to 12:00 PM.

Applicants must be a U.S. citizen or eligible to work in the United States. All employees are subject to mandatory electronic direct deposit of salary payments.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. Only qualified applicants will be considered for this position.

Employees of the U.S. Courts serve under "excepted appointments" and are considered "at will" employees. Excepted appointments are at will and can be terminated with or without cause. Federal civil service classifications or regulations do not apply; however, court employees are entitled to the same benefits as other federal government employees.

As a condition of employment, the selected candidate will be subject to an FBI fingerprint background check and satisfactory adjudication by the employing office to be eligible for employment. Due to the sensitivity level of this position, candidates may be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing the AO-78 must complete questions 18-20 regarding their criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. The selectee may be appointed provisionally, and retention will depend upon a favorable suitability determination of the background check. The selectee may be appointed provisionally, and retention will depend upon a favorable suitability determination of the background check. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application material may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, which may occur without prior notice. In the event a position becomes vacant in a similar classification within a reasonable time of the original announcement, the court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position.

APPLICATION INSTRUCTIONS: To apply, please submit a cover letter, resume, and completed application form AO-78 (available at <http://www.okwd.uscourts.gov/human-resources-2/>) to the address below, or email as a single .pdf document to hr@okwd.uscourts.gov. Email applications should include the vacancy number and name of the applicant in the subject line.

Vacancy No. 23-11
United States District Court
Western District of Oklahoma
William J. Holloway, Jr. U.S. Courthouse
200 N.W. 4th Street, Rm 1210
Oklahoma City, OK 73102

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