



**United States District Court
District of Minnesota**

CAREER OPPORTUNITY
Vacancy Announcement #2015-17

Position Type:	Judicial Assistant Regular full-time position
Number of Vacancies:	One
Location:	Minneapolis, Minnesota
Posting Date:	May 22, 2015
Classification:	JSP 11
Salary Range:	\$62,050 – \$80,666 DOQ
Closing Date:	Open until filled. Preference will be given to resumes received by Friday, June 5, 2015 at 5:00 p.m.
Area of Consideration:	Open to all sources

Overview of the District of Minnesota

The U.S. District Court, District of Minnesota, serves the 87 Minnesota counties. The District has four staffed divisional offices located in Minneapolis, St. Paul, Duluth and Fergus Falls. This position supports 7 district judges, 4 senior district judges, 8 magistrate judges, 1 part-time magistrate judge, Clerk's Office staff, and Probation and Pretrial Service Office staff.

Introduction

This position is located in the U.S. Courthouse in Minneapolis, Minnesota. The incumbent's office is in the judge's chambers. The incumbent will provide executive support including scheduling appointments, answering phones, copying, and filing.

Representative Duties

Receives, screens, and then refers or answers all initial communications from attorneys, the public, parties and other court personnel, professionally representing the chambers as the first, and sometimes only, contact with customers of the court. Maintains, coordinates and distributes the day-to-day calendar.

Prepares written and oral communications, including writing, editing and proofreading documents, orders for docketing via Electronic Case Filing (ECF).

Opens and reviews all electronic and hard-copy mail, as well as Daily Activity Reports, to notify the judge and law clerks of case history and what action is necessary or requested.

Maintains and organizes all chambers files.

Monitors civil cases and appropriately drafts orders regarding untimely filing of pleadings and maintains chambers list of assigned cases.

Works with other court personnel and law clerks to address procedural mistakes made by litigants and to maintain the confidentiality of sensitive material.

Monitors and generates pending motions reports for judge and law clerks.

Acts as courtroom deputy for hearings as necessary.

Responsible for other criminal duties in absence of assigned criminal duty clerk.

Prepares travel vouchers for all chambers staff.

Coordinates activities with regard to law clerk recruitment.

Works with Clerk's Office staff and chambers staff of District Judges.

Provides general executive clerical support to the judge.

Qualifications

Minimum Qualifications

Two years of general experience and five years of specialized experience in applying recurring procedures and using specialized terminology that demonstrates the ability to apply a body of rules, regulations, directives, or laws. Attention to detail, ability to take directions from others, familiarity with legal terms, organization skills, computer and case management experience, and customer service skills. A BA may be substituted for two years of general experience.

Preferred Qualifications

Previous legal secretarial experience, knowledge of court rules, policies and procedures. BA/Paralegal degree preferred. Ability to work in a fast-paced environment, meet deadlines and manage multiple projects. Ability to maintain confidentiality and interact tactfully with a wide variety of persons.

Benefits

Employees of the U.S. District Court are not classified under Civil Service, but are entitled to similar benefits. These benefits include paid vacation and sick leave, health insurance, disability and life insurance, long-term care, flexible spending accounts, retirement benefits, and a tax-deferred savings plan (similar to a 401K plan) with employers matching contributions.

Application Process

Qualified candidates should email resume with cover letter to:

hr-usdc@mnd.uscourts.gov

Enter “Application for Judicial Assistant Position” in the email Subject line.

All documents should be combined and emailed as one PDF attachment.

The United States District Court requires employees to adhere to a Code of Ethics and Conduct Policy. Use of Electronic Fund Transfer (EFT) for payroll deposit is required.

All application materials received will be reviewed to identify the best qualified candidates. **Only applicants selected to proceed to the next phase of the selection process will be notified.**

The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice. If a subsequent vacancy of the same position becomes available within a reasonable time from the original announcement, the judge may select a candidate from the qualified applicants.

All final candidates are subject to a background investigation, including criminal history. Applicants must be U.S. citizens or a permanent resident seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so.

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