



**United States District Court
District of Minnesota**

TEMPORARY OPPORTUNITY

Position: Judicial Assistant to Recalled Magistrate Judge J. Earl Cudd
(subject to annual review and re-appointment for the Recalled Magistrate)

Location: District of Minnesota
Minneapolis, MN

Salary Classification: JSP 11

Normal Starting Salary: \$50,646

Closing Date: 5 p.m. on October 12, 2004

Overview of the District of Minnesota:

The U.S. District Court, District of Minnesota, serves an 87-county area. The District has four staffed divisional offices located in Minneapolis, St. Paul, Duluth and Fergus Falls. There are 7 active district judges, 3 active senior district judges, 6 magistrate judges, and one recalled magistrate judge. In addition the Clerk's Office has a staff of over 60 employees.

Introduction

Providing executive support for U.S. Magistrate J. Earl Cudd and other duties as assigned by the Chief Magistrate Judge.

Primary Duties and Responsibilities:

Provide executive support including scheduling hearing such as initial appearances, arraignments, and detention hearings. Provide documentation of the minutes of court activity. Scheduling interpreters and reviewing invoices for payment. Responsible for fast-paced coordination with the offices of U.S. Marshal, Pretrial Services, Federal Public Defender, and U.S. Attorney. Prepare written and oral communications, including writing, editing, and proofreading of documents, and correct legal citation formats. Provides general clerical support to the Judge. Receives, screens, and refers telephone calls and personal visitors. Responds to routine inquiries and provides assistance to the public based upon knowledge of the judge's activities and maintaining the confidentiality of sensitive matters.

Qualifications:

Qualified candidates will possess excellent customer service and problem solving skills. Candidates will also possess excellent communication and organizational skills. Candidates will be detail oriented, possess the ability to meet deadlines and to manage multiple projects. Ability to exercise mature judgment. Thorough knowledge of office procedures and ability to learn and efficiently use software including WordPerfect and Word. Ability to maintain confidentiality and interact tactfully with a wide variety of persons. Good knowledge of court rules, policies, and procedures is preferred. Requires 2 years of general experience and 5 years of specialized experience. A BA/Paralegal degree may be substituted for some of the experience required. A BA/Paralegal Degree preferred. Applicants with less experience will be considered, but would not qualify for JSP 11 classification.

Benefits:

Employees of the U.S. District Court are not classified under Civil Service, but are entitled to similar benefits. These benefits include participation in the retirement system, health and life insurance programs, holiday and leave accrual, and periodic salary increases.

Qualified candidates may send or e-mail resume with cover letter to:

U.S. District Court
Attn: Human Resources Manager
U.S. Courthouse
300 South Fourth Street, Suite 202
Minneapolis, MN 55415
hr-usdc@mnd.uscourts.gov

The United States District Court requires employees to adhere to a Code of Ethics and Conduct Policy. U.S. or allied country citizenship is required.

The Court is an Equal Opportunity Employer