



**UNITED STATES  
DISTRICT COURT  
DISTRICT OF MINNESOTA**

Human Resources Office  
O: (612) 664-5440  
[HR-USDC@mnd.uscourts.gov](mailto:HR-USDC@mnd.uscourts.gov)

**Warren E. Burger Federal  
Building and U.S. Courthouse**  
316 North Robert Street  
Room 100  
St. Paul, MN 55101

**Diana E. Murphy  
U.S. Courthouse**  
300 South Fourth Street  
Room 202  
Minneapolis, MN 55415

**Gerald W. Heaney Federal  
Building and U.S. Courthouse  
and Customhouse**  
515 West First Street  
Duluth, MN 55802

**Edward J. Devitt U.S.  
Courthouse and Federal  
Building**  
118 South Mill Street  
Fergus Falls, MN 56537

**NOTICE OF JOB OPPORTUNITY  
JUDICIAL ASSISTANT  
Vacancy Announcement #: 2025-16**

**ANNOUNCEMENT DATE:** October 10, 2025

**CLOSING DATE:** Open Until Filled. Preference given to applications submitted by October 27, 2025, 4:00 p.m. Central Time.

**POSITION:** Judicial Assistant to District Judge Joan N. Ericksen, Full-time

**STARTING LEVEL/SALARY:** JSP10 (\$73,367 - \$95,374/annually) with potential to promote to JSP11 after one year

**AREA OF CONSIDERATION:** Internal and External

**LOCATION:** Minneapolis, MN

**PREFERRED JOB START DATE:** December 2025

**POSITION OVERVIEW**

The United States District Court for the District of Minnesota is seeking a full-time Judicial Assistant for District Judge Joan N. Ericksen. This position is located in the Diana E. Murphy United States Courthouse in Minneapolis, Minnesota. The successful candidate will manage the day-to-day operations of the judge's office, including scheduling appointments and meetings, preparing reports, drafting correspondence, making travel arrangements for the judge, copying, and filing. The candidate will also be responsible for an extensive variety of case-related tasks. The ideal candidate will display initiative, good judgment, professionalism, follow-through, the ability to multi-task and quickly adapt to fast-changing priorities, excellent organizational skills, a strong work ethic, and the ability to maintain the confidentiality of sensitive matters.

**REPRESENTATIVE DUTIES**

- Manage the day-to-day operations of chambers.
- Perform administrative duties, including preparing reports, correspondence, and other documents.
- Manage chambers' internal criminal files and civil and criminal case management, including the coordination with the career law clerk and communication with other chambers regarding case-related issues.
- Prepare hearing and trial binders for the judge and ensure that the judge has the materials that she needs for hearings, meetings, appointments, conference calls, and other events.



- Receive, screen, and respond to or refer inquiries received via telephone, email, or in person, professionally representing the Court as the first (and sometimes only) contact with attorneys, litigants, members of the public, and others. Respond to basic questions related to the status of cases.
- Arrange and manage the judge's schedule by planning, scheduling, confirming, and coordinating meetings and travel. Continuously update and coordinate schedule with the judge and others.
- Monitor emails, letters, and other communications to the judge. Make the judge aware of matters requiring prompt attention or action. Draft replies to communications at the direction of the judge.
- Prepare various statistical and other reports, including the judge's Non-Case Related Travel Report.
- Make travel arrangements for the judge. Ensure appropriate travel authorization is secured and prepare and submit travel vouchers on the judge's behalf. Ensure that all travel and reimbursement requests are consistent with applicable policies and regulations.
- Maintain records (electronic and paper) of case filings, correspondence, committee work, publications, reports, data forms, and other documents.
- Order supplies and equipment, arrange for repairs of facilities and equipment, maintain adequate office supplies, and maintain inventory of property assigned to chambers.
- Advise judge and law clerk of potential conflicts of interest.
- Maintain and update chambers' library.
- Perform docketing functions and run reports in the national automated case management system (CM/ECF).
- Act as liaison between the Clerk's Office staff, the bar, the public, jurors, the U.S. Marshal's Office, the U.S. Probation and Pretrial Services Office, and the judge to ensure that cases proceed smoothly and efficiently and that the federal and local rules, along with procedures, for our District are followed.
- Manage and regulate the judge's cases by reviewing reports for necessary actions by litigants, Magistrate Judge chambers, the Clerk's office, and the U.S. Probation and Pretrial Services Office. Enforce deadlines and monitor case filings for compliance with the federal rules as well as local court rules and policies.
- Ensure court's compliance with the requirements of the Speedy Trial Act.
- Inform the judge and approved staff members of case progression. Furnish information to the general public and members of the bar.
- Schedule all court hearings, trials and court-related conferences and phone calls. Serve as the chamber's primary source of information regarding scheduling, judge preferences and case status. Prepare weekly courtroom calendars and file preparations for upcoming hearings.
- Review pro se filings for appropriateness for public access.
- Review court filings daily. Follow up with the parties when needed.
- Draft orders, judgments, and other correspondence for the judge's approval.
- Docket orders, notices, and minutes as directed by local court policy. Review the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately



and accurately docketed, and make summary entries on the docket of all court documents and proceedings.

- Review CJA eVouchers for compliance with CJA regulations. Prepare appropriate documentation for judicial review, enter judge's decision into eVoucher system.
- Ensure all required attendees are notified of and present for hearings, including hiring contract foreign-language interpreters when needed.
- Inform the jury clerk of upcoming trials and the need for jurors. Assist selected jurors throughout trial.
- Manage court proceedings, including setting up, and troubleshooting electronic evidence presentation systems.
- Manage and organize exhibits used in court proceedings, including keeping the court's official record of admitted exhibits.
- Call Court and administer oaths.
- Attend court sessions as directed by the judge, take notes of proceedings, rulings and prepare minute entries. Ensure that all required elements of the hearing are met. Assist in the accurate statistical reporting of court events and cases.
- Assist the judge and parties in the selection of grand and petit juries, maintaining records of jury selection.
- Assist in the accurate statistical reporting of court events and cases, including time in court, naturalization ceremonies, grand juries, and the twice annual reports required by the Administrative Office (AO) for case statuses. Report court time for the judge both locally and nationally.
- Assist with first and second level Quality Control and paper Quality Control as needed.
- Assist with Jury Master Wheel duties as needed.
- Work on special projects assigned by the Judge or Clerk's Office Operations Manager.
- Perform other duties and responsibilities as assigned.

## **POSITION REQUIREMENTS AND QUALIFICATIONS**

- High-school diploma or equivalent is required.
- Two years of general administrative and clerical experience and at least five years of specialized experience in law-related or court-related matters. A bachelor's degree may be substituted for two years of general administrative experience. Education in a legal or paralegal curriculum may be substituted for up to two years of specialized experience.
- Superior verbal and written communication skills (including superior editing and proofreading skills) and good mathematical aptitude.
- Excellent organization skills and the ability to perform duties under pressure.
- Sound discretion, judgment, temperament, integrity, and trustworthiness required of an employee of the federal judiciary.
- Ability to work independently, including anticipating needs and solving problems.
- Proficient computer skills, including Word and Microsoft Office Suite. Ability to readily adapt to changing technologies.



## **PREFERRED QUALIFICATIONS**

- College degree preferred.
- High degree of interpersonal skill in dealing with other judges, court staff, federal officials, attorneys, litigants, jurors, and members of the public.
- Demonstrated proficiency and accuracy in calendaring, travel planning, preparation of travel vouchers, typing, photocopying, scanning, assembling, filing, record keeping, telephone usage, and equipment maintenance.
- Experience in a fast-paced and demanding environment dealing with diverse legal issues.
- Experience in same or similar position.
- Experience using CM/ECF.

## **ENVIRONMENTAL DEMANDS**

- Work is performed in an office setting.
- Ability to perform duties outside of regular business hours (infrequent).
- Ability to travel on an as needed basis (infrequent).
- Ability to telework if necessary.

## **APPLICATION INFORMATION**

To apply, email the PDF documents to [hr-usdc@mnd.uscourts.gov](mailto:hr-usdc@mnd.uscourts.gov) and add “2025-16 Judicial Assistant position” in the email subject line.

**Please include the following in PDF format:**

- Application for Employment (AO78) Found here - <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>; and
- Three professional references; and
- A cover letter stating why you are interested in this Judicial Assistant position.

All application materials received will be reviewed to identify the best qualified candidates. All application materials must be attached to the email as directed.

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, and to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without prior written notice.

## **CONDITIONS OF EMPLOYMENT**

Applicants must be U.S. citizens or permanent residents seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Judiciary employees serve under excepted appointments and are considered “at-will” and may be terminated with or without cause or notice by the court.

The U.S. District Court requires employees to adhere to the [Code of Conduct for Judicial Employees](#). This position is also subject to mandatory Electronic Fund Transfer (EFT) for payroll deposit.



The final candidate is subject to FBI Fingerprinting and a background investigation, including criminal history. Employment is provisional and contingent upon a successful background check.

## **BENEFITS**

Pay is only part of the generous total compensation package you will receive while working for the federal Judiciary. We offer employees a diverse group of benefit programs and family friendly flexibilities to meet the needs of you and your family.

- The opportunity to serve in a rewarding public service position.
- Accrual of paid vacation and sick leave.
- 12 paid holidays.
- Extensive health, life, dental, vision, and long-term care insurance plans.
- A defined benefit pension plan.
- Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plans through the Thrift Savings Plan (TSP) with employer matching contributions.
- Pre-tax transportation, medical, and childcare reimbursement accounts.
- Transit Subsidy Program.
- On-site fitness center.
- More information about our valuable benefits found on <https://www.uscourts.gov/careers/benefits>

Employees of the U.S. District Court are not classified under Civil Service.

**The U.S. District Court is an Equal Opportunity Employer**