



**United States District Court
Eastern District of New York**
www.nved.uscourts.gov

**Vacancy Announcement 17-03/RLMJA
November 18, 2016**

**Judicial Assistant to
U.S. Magistrate Judge Roanne L. Mann
Brooklyn Courthouse – 225 Cadman Plaza East**

Salary: \$55,327 (JSP 9) - \$66,940 (JSP 11)

*The classification level and salary for this position will be based upon experience in accordance with the Judicial Salary Plan of the U.S. Courts.

Closing date for receipt of resumes: Priority consideration for applications received by Friday, December 2, 2016, otherwise open until filled

Duties and Responsibilities: The Judicial Assistant provides clerical and administrative support to a United States Magistrate Judge. The Judicial Assistant duties include, but are not limited to:

Case management; docketing court orders, scheduling conferences; preparing daily court calendar; typing and editing of court orders and opinions; maintaining and creating case files; coordinating with counsel and other court related agencies; handling routine office matters; and all other duties as assigned.

Required Qualifications: Minimum qualifications for the position include: two years of general experience, plus four years of specialized office experience to qualify for the JSP 9 salary. Five years of specialized experience in addition to the general experience requirement is required for the JSP 10 salary and six years for JSP 11. Specialized experience involves responsibility as the office assistant to a supervisor who was dealing with law related matters (as might be found in a law, insurance or real estate office).

A four year college degree can be substituted for the general experience requirement. Education in a legal or paralegal curriculum may be substituted for a maximum of two years of specialized experience on the basis of one full academic year equals one year of experience.

Experience using the internet and a variety of software (Adobe, WordPerfect Office X7, Microsoft Word and IBM Lotus Notes) is required. The successful applicant must possess excellent computer communication, organizational and interpersonal skills, with the ability to handle heavy typing and editing of court orders, opinions and other administrative and office documents. The ability to maintain strict confidence of all office and judicial matters is required.

Benefits:

The United States District Court offers a generous benefit package to full-time permanent employees which include:

- 10 Paid Federal Holidays
- 13 Days Paid Vacation (per year for the first three years)
- 20 Days Paid Vacation (after three years)
- 26 Days Paid Vacation (after fifteen years)
- 13 Days Paid Sick Leave
- Participation in Federal Employees Retirement System
- Health, Dependent & Commuter Reimbursement Programs
- Thrift Savings Plan (401k style)
- Life Insurance
- Long-Term Disability Plan
- Long-Term Care Insurance
- Medical, Dental & Vision Coverage
- Credit Union Participation

Applicant Information:

The applicant selected is required to complete a criminal background check. Appointment or promotion is provisional and retention is contingent upon a favorable suitability determination of the background check and investigation. Failure to successfully complete the probationary period or a negative finding from the background check may result in termination of employment.

All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

How to Apply:

Interested applicants should submit a cover letter (include vacancy announcement number) specifying qualifications in relation to the position, a completed application for federal employment (located on the court's employment web page at www.nyed.uscourts.gov) and a current resume to:

U.S. District Court, E.D.N.Y.,

225 Cadman Plaza East,

Brooklyn New York 11201

or you can apply via email at:

nyed-applications@nyed.uscourts.gov

Attention: Jeffery Howell, Human Resources Manager

The Court reserves the right to conduct interviews at any time prior to or after the closing date for receipt of applications. Only applicants selected to receive an interview will be notified by phone or e-mail.

The United States District Court for the Eastern District of New York is an Equal Opportunity Employer.