



United States District Court Eastern District of New York

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Vacancy Announcement #17-16/JUDASSTTEMP

- Position:** Judicial Assistant to a U.S. District Judge (Temporary)
- Location:** Brooklyn, New York
- Position Type:** Full-Time Temporary (approximately 4-5 weeks, to start August 1, 2017)
- Salary Range:** JSP 8 (\$51,384) – 11 (\$68,666) (depending on experience, present salary and qualifications)
- Opening Date:** Wednesday, July 12, 2017
- Closing Date:** Preference will be given to applications submitted by **Friday, July 21, 2017**

Position Summary:

The Judicial Assistant provides administrative support to a United States District Judge.

Duties and Responsibilities:

The Judicial Assistant is responsible for the day-to-day operation of chambers and provides administrative support to a federal judge. Provides support to the Judge, law clerks and other court personnel as required including preparing a variety of legal material and correspondence; receives and organizes case files; arranges filing of orders and opinions; schedules appointments and meetings; makes travel arrangements; receives telephone calls and visitors and responds to inquiries; receives, circulates, and files incoming correspondence; maintains filing systems; and performs a variety of confidential tasks.

Qualifications:

Applicants must possess (1) a high school degree or equivalent; (2) two years of general work experience; and (3) three to (6) six years of specialized work experience* to qualify for the salaries above. The candidate will be required to exercise a high degree of interpersonal skill in dealing with court staff, other judicial chambers, federal agency officials, and the public. Qualified applicants must also possess superior technical, organizational, verbal and written communication skills, including superior editing and proofreading skills; the ability to perform keyboard entries neatly and accurately at a minimum of seventy (70) words per minute; and demonstrated ability to understand material contained in legal opinions and orders and the ability to prepare correspondence, and to make revisions under time constraints as required. Proficiency in Microsoft Word, WordPerfect, Excel, Adobe Acrobat and other computer programs is required; familiarity with an electronic case filing management system is preferred. Discretion and the ability to maintain confidentiality are essential. Dictation skill preferred.

General experience is defined as progressively responsible administrative and clerical experience that reflects the knowledge, discretion, and skills needed to perform the duties of the position. *Specialized experience is defined as progressively responsible secretarial experience involving responsibility as the principal office assistant to a supervisor dealing with law-related matters. A bachelor's degree may be substituted for the general work experience requirement. Legal or paralegal training may be substituted for up to two years of specialized work experience.

How to Apply:

Interested applicants should submit a cover letter (include vacancy announcement number) specifying qualifications in relation to the position, résumé, and Application for Judicial Employment (AO78) located on the court's employment page at <https://www.nyed.uscourts.gov/employment-0> **in a single PDF attachment** 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**

Applicant Information:

All applicants must be U.S. Citizens. The selectee for this position will be required to complete a criminal background check, and appointment is provisional and retention is contingent upon a favorable suitability determination of the background check. 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.

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

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