

**UNITED STATES DISTRICT COURT
DISTRICT OF NEW JERSEY**

William T. Walsh, Clerk



**Career Opportunity
Announcement # 16-13**

Position Title: Judicial Assistant

Classification Range: JSP 7/1 to JSP 11/10 (\$45,232—\$87,021) *Depending on qualifications, based on guidelines as governed by the Administrative Office of the U.S. Courts.
* salary commensurate with qualifications

Duty Station: Trenton, New Jersey

Posting Period: September 22, 2016 - September 30, 2016

POSITION SUMMARY

The U.S. District Court for the District of New Jersey is seeking a full-time Judicial Assistant for a senior U.S. District Judge in our Trenton Vicinage. The individual appointed to this position will be responsible for preparing legal documents and correspondence using Word; proofreading and editing documents and reports; receiving and directing telephone calls, maintaining case files and calendars, assist in the scheduling and planning of meetings, etc., and managing mail, as needed. Additional responsibilities may include the use of the Court's CM/ECF system, and handling other case-related duties, as necessary, as well as performing other duties assigned by the Judge.

REPRESENTATIVE DUTIES

Responsibilities of this position include, but are not limited to:

- Perform administrative duties, including using computer applications to prepare documents and correspondence, assisting in the review of legal documents submitted to the Court for completeness and accuracy, taking minutes at meetings, and other related duties. Receive, screen, and refer inquiries received via telephone or in person to appropriate personnel. Respond to basic questions related to the status and scheduling of cases. Arrange and manage the Judge's schedule, continuously updating and coordinating with the Judge, legal parties, attorneys, the clerk's office, and other judicial officers and court unit executives.
- Maintain chambers information storage and filing systems (electronic and paper) for case filings, correspondence, publications, data, forms, and other documents.
- Arrange meetings and conference agendas. Maintain office supplies and mail collection. Schedule monthly Judges luncheons.
- Distribute information to law clerks or other personnel as directed by the Judge. Maintain the OSCAR system for annual law clerk hirings. Handle the law clerk hiring process for review by the Judge. Prepare paperwork for all incoming and outgoing law clerks for submission to Human Resources. Update law clerk manual.
- Manage and maintain Chambers staff emergency contact list.
- Run CM-ECF docket reports and provide filings to the Clerk's Office.
- Prepare travel vouchers, the monthly senior Judge's voucher and the yearly non-case related travel report.

- Prepare the senior Judge annual certification.
- Maintain Chamber's library and submit quarterly library report to Librarian.
- Perform other related duties as necessary and required.

QUALIFICATIONS

To qualify for this position, an applicant must be a high school graduate or equivalent and have a minimum of two years of specialized administrative experience, preferably in a legal setting. 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. Less than one full year of study will be credited on a pro-rata basis.

PREFERRED QUALIFICATIONS

The ideal candidate should be self-motivated and have the ability to multi-task and prioritize assignments, communicate and interact effectively with staff, court personnel, attorneys and the public, and have very good writing and proofreading skills. Proficiency in Lotus Notes application, Windows and Word with excellent typing skills is preferred. Knowledge and experience with CM/ECF is helpful.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in the U.S. A background investigation including fingerprint and criminal record check will be conducted. Any applicant selected for a position will be hired provisionally pending favorable suitability determination of the background investigation.

INFORMATION FOR APPLICANTS

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for an interview. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Court may elect to select a candidate from the original qualified applicant pool.

Judiciary employees serve under excepted appointments and are considered "at will" and can be terminated with or without cause by the Court. All information provided by applicants is subject to verification and false statement or omissions of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment. All newly appointed employees are subject to a six-month probationary period.

APPLICATION PROCESS

Qualified applicants must submit *electronically* (1) a cover letter and (2) an updated resume to the attention of Emma C. Fernandez-Regan, Human Resources Manager via the following recruitment email address:

http://www2.ca3.uscourts.gov/vacancyupload/njd_1613.aspx **on or before September 30, 2016 by 5:00 p.m.**

***THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF NEW JERSEY IS AN
EQUAL OPPORTUNITY EMPLOYER***