



UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF NEW JERSEY
OFFICE OF THE CLERK

WILLIAM T. WALSH, CLERK

CAREER OPPTY. # 14-05

Position:	Judicial Legal Assistant
Posting Period:	August 21, 2014 to September 3, 2014
Salary Information:	JSP 8/1 to JSP 11/10 (\$46,289—\$80,414) *Depending on qualifications, based on guidelines as governed by the Administrative Office of the U.S. Courts.
Location/Duty Station:	U.S. District Judge—Camden Vicinage

Position Overview:

The U.S. District Court for the District of New Jersey is seeking a full-time Judicial Legal Assistant for a U.S. District Judge in the Camden 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 processing 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.

Qualifications:

To qualify for this position, an applicant must be a high school graduate or equivalent and have a minimum of three 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.

Court preferred skills:

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. This position is suitable for night law student or lawyer in good standing but currently inactive.

Organizational Relationships:

The Judicial Legal Assistant reports directly to his/her respective Judge and serves "at the will" of the Judge. The Judicial Legal Assistant is subject to the ethical standards established by the Judge and the Code of Conduct for Judiciary Employees.

Benefits:

Employees of the United States District Court are not included in the government's Civil Service classification. However, they are eligible to receive similar benefits as other federal employees such as: paid leave, paid holiday, medical coverage, life insurance, long-term disability insurance, long-term care insurance, participation in flexible spending programs (ie, pre-tax contributions for health care and dependent care expenses) and partial commutation allowance, if eligible.

Application Procedures:

Interested candidates must submit their application in **PDF format** to include a **cover letter and resume on or before September 3, 2014** to Emma C. Fernandez-Regan, Human Resources Manager at http://www2.ca3.uscourts.gov/vacancyupload/dnj_legalasst.aspx. **Only PDF documents will be accepted.**

Required Clearances:

As a condition of employment, the individual considered for this position will be required to undergo an FBI background check and/or investigation which includes a criminal history and a fingerprint check. The selected individual may be appointed provisionally, and retention will depend upon a favorable suitability determination of the background check and/or investigation.

INFORMATION FOR APPLICANTS

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court/Judge may elect to select a candidate from the applicant pool of the original announcement without posting the position. Only qualified applicants will be considered for this position. All information provided by applicants is subject to verification. Applicants are advised that false statements or omissions of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit). In compliance with the Omnibus Appropriations Act effective 12/16/2009, the employment of non-citizens must be a lawful permanent resident (i.e., green card holder) who are "seeking citizenship" as outlined in 8 U.S.C. §1324b(a)(3)(B). All newly appointed employees are hired as a Full-Time Temporary or Part-Time Temporary employee with a year and a day appointment together with applicable benefits.

Please visit our website for more employment information at www.njd.uscourts.gov

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER