



UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND VACANCY ANNOUNCEMENT

POSITION: Executive Assistant to the Clerk of Court
DUTY STATION: Baltimore, Maryland

OPENING DATE: October 2, 2014
CLOSING DATE: October 16, 2014*

SALARY: CL 24 (\$37,762 - \$47,212) Two years of general experience** or college degree plus one year of specialized experience** required
CL 25 (\$41,712 - \$52,146) Two years of general experience** or college degree plus two years of specialized experience** required
CL 26 (\$45,918 - \$57,426) Two years of general experience** or college degree plus three years of specialized experience** required

The Clerk of the United States District Court for the District of Maryland is seeking qualified applicants for the full-time position of Executive Assistant to the Clerk of Court. The Executive Assistant performs administrative support services for the executive team. The incumbent ensures the efficient management and support of events, meetings, correspondence, reports, and resources and analyzes problems and develops solutions.

Duties include, but are not limited, to the following:

- Maintain calendar and schedules for the executive team. Schedule and confirm meetings. Prepare correspondence, legal documents, reports, and other materials for review and signature. Edit materials prepared by others for accuracy, proper grammar, and spelling.
- Coordinate conferences, meetings, and court and judicial ceremonies, including activities such as site planning, logistics, printing, security, and refreshments. Assist in the preparation of agendas; act as secretary for meetings, preparing materials, taking and distributing minutes of proceedings.
- Receive, screen, and refer telephone calls and personal visitors. Answer routine inquiries and provide assistance to the public, judges and their staff, other court support units, other courts, and members of the bar, maintaining the confidentiality of sensitive matters. Receive, screen, and route mail to appropriate persons or offices.
- Research inquiries and develop responses for the executive team or respond directly, as delegated.
- Provide administrative and operational support as needed for regular court functions and special projects.
- Assist with maintaining and updating official forms and templates created in Microsoft Office and Adobe pdf fillable format.
- Assist with maintaining and updating the office's website by contributing content and design assistance.
- Track and monitor office calendars, projects and issues. Review reports (electronic and paper) to identify deadlines.

Qualifications and Requirements:

- High school graduation or equivalent required.
- Ability to exercise good judgment, act with diplomacy, and maintain confidentiality.
- Proficiency in Microsoft Office Suite.
- Ability to communicate effectively, both orally and in writing, with persons with varying experiences and backgrounds. Excellent interpersonal skills.
- Excellent organizational and administrative skills; accuracy and attention to detail essential. Ability to manage multiple tasks, priorities, and deadlines.
- Excellent analytical, problem solving, critical thinking and research skills.

Preferred Skills:

- Strong independent writing skills.
- Knowledge of federal court operations, including familiarity with CM/ECF.
- Four-year college degree or progress toward a college degree in a related field.

How to apply:

Submit resume and a cover letter stating the reason for your interest in the position as a single PDF document to: jobs@mdd.uscourts.gov

***To ensure consideration, packets must be received no later than 5:00 p.m. on October 16, 2014.**

** General experience is progressively responsible experience that provides evidence that the applicant has: (1) a good understanding of the methods and administrative machinery for accomplishing the work of an organization; (2) the ability to analyze problems and assess the practical implications of alternate solutions; (3) the ability to communicate with others, orally and in writing; and (4) the capacity to employ the knowledge, skills, and abilities in the resolution of problems.

** Specialized Experience is progressively responsible clerical or administrative experience that is in, or closely related to the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the administrative duties of this position.

- Due to the volume of applications received, the court will only communicate with those individuals invited for an interview.
- The United States District Court is an Equal Opportunity Employer. All applications will be reviewed to identify the best qualified candidates.
- Applicants must be a United States citizen or national or a permanent resident who is seeking citizenship in the United States. Successful candidate for this position is subject to a full fingerprint and background records check and mandatory electronic direct deposit of salary payment.
- Positions in the United States Courts are excepted appointments, are not under the Civil Service System, and are “at will” employees.
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice. Applications submitted for this position may be considered for similar positions that may occur within 90 days from date position is filled.