



UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND VACANCY ANNOUNCEMENT

This is a re-advertisement of vacancy announcement #6 (15-16), Judicial Assistant to Magistrate Judge Timothy J. Sullivan. Previous applicants need not reapply.

POSITION: Judicial Assistant to Magistrate Judge Timothy J. Sullivan

DUTY STATION: Greenbelt, Maryland

OPENING DATE: March 16, 2016

SALARY: JSP 9 = \$53,435
JSP 10 = \$58,844
JSP 11 = \$64,650
(Based on Qualifications)

CLOSING DATE: Open Until Filled*

*Application review will begin immediately and rolling interviews may be conducted. This vacancy is subject to close without notice.

The United States District Court for the District of Maryland is seeking qualified applicants for the full-time position of Judicial Assistant to United States Magistrate Judge Timothy J. Sullivan. This is an executive administrative position with responsibility for office management, organizing office workload, and screening requests and materials for the judge.

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

- Receive, screen, and refer telephone and in-person callers; screen incoming and outgoing mail, electronic or paper, and route to appropriate destination.
- Manage chambers case management system and work flow as well as the judge's calendar.
- Prepare travel itineraries, arrangements and vouchers.
- Organize and maintain the filing system of cases and correspondence.
- Prepare and/or edit legal documents, correspondence, memoranda, agendas for meetings and conferences, reports and statistics.
- Provide assistance to law clerks by reviewing documents for proper legal form.
- Maintain office supplies and equipment and handle routine office matters.

Qualifications and Requirements:

- High school graduate or equivalent.
- Two years general clerical or secretarial experience which provided a good knowledge of office clerical practices such as filing, telephone usage, and typing required.
- Four to six years of specialized experience required. Specialized experience is progressively responsible experience which involved responsibility as the principal office assistant to a supervisor dealing with law-related matters. Specialized experience should include at least one year of experience at or equivalent to the next grade below the grade of the position for which the person is being considered.
- Prior experience in a legal or court environment preferred.
- Excellent communication skills (both verbal and written), computer skills, organizational skills, and interpersonal skills required.
- Proficiency in Word required. Familiarity with Lotus Notes and electronic case filing, especially the CM/ECF (Case Management/Electronic Case Files) system, desired.
- Consummate professionalism, discretion and integrity required. Must be able to manage multiple priorities with conflicting deadlines.

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

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- 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.
- 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.
- Applications submitted for this position may be considered for similar positions that may occur within 90 days from date position is filled.