



Career Opportunity 2013-01

Position: Judicial Assistant to U.S. Bankruptcy Judge

Location: Milwaukee, WI

Opening Date: November 29, 2012

Closing Date: December 14, 2012

CLASSIFICATION LEVEL/SALARY RANGE: JSP 9 - 11 (\$49,086 - \$77,203)

POSITION OVERVIEW

Has primary responsibility to receive, screen, and refer telephone calls and in person visitors to chambers. Answers routine inquiries and provides assistance to the public as authorized, maintaining the confidentiality of sensitive matters. Inquiries come from many sources, including judges and their staffs, other courts, members of the bar, and the media, and the Judicial Assistant is the initial contact with chambers. Maintains the judge's calendar, including scheduling of court dates and providing notice of hearings. Arranges meetings or other events, including notification to participants and logistical coordination. Arranges for the most economical travel and lodging for the judge and prepares travel payment vouchers in accordance with existing policies and regulations. Prepares executive correspondence, legal documents, and other materials for the judge's review and signature. Edits materials prepared by others for the judge's signature for accuracy, proper grammar, notice to interested parties, and time limits. Receives, screens, and routes mail to appropriate persons or offices. Receives, prioritizes, and routes all incoming administrative and case-related materials from within the court to appropriate individuals in the office. Prepares statistical and other required reports. Performs other duties as assigned.

QUALIFICATIONS

Skill and ability to manage an executive office in a professional environment. Ability to exercise mature judgment. Skill in written and oral communications, including the writing, editing, and proofreading of documents for content, grammar, punctuation, style, abbreviations, and correct legal citation formats. Thorough knowledge of, and skill in using executive office procedures and a variety of other office equipment and applications, primarily word processing and electronic court records. Good knowledge of court rules, policies, and procedures. Ability to maintain confidentiality and interact tactfully and positively with a wide variety of people. Skill in administrative matters, such as file maintenance, record keeping, reporting, and preparation of presentation material.

For consideration at the JSP 11 level, candidates must have a minimum of eight years experience which would include two years general experience and a minimum of six years specialized experience.

BENEFITS

Benefits available under this position include:

- A minimum of 10 paid holidays per year
- Annual leave and sick leave (accrual rate based on years of government service)
- Participation in the Federal Employee Retirement System
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in matching Thrift Savings Plan
- Optional participation in the Commuter Benefit Program
- Optional participation in the Transit Subsidy Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private long-term disability plan
- Credit for prior government service
- Use of on-site fitness facility

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

APPLICATION INFORMATION

- Employees of the U.S. Bankruptcy Court are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.
- Only applicants selected for an interview will be notified. Unsuccessful applicants will not receive notice.
- The U.S. Bankruptcy Court is a part of the judicial branch of the United States Government.
- The court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice.
- The candidate selected will undergo an FBI fingerprint check, an FBI name check and a National Crime Information Center check.
- The court is an equal opportunity employer.
- Certain individuals might be asked to submit a writing sample at a later date.
- A cover letter and resume should be emailed to hr_wieb@wieb.uscourts.gov or sent by U.S. Mail marked "Personal and Confidential" to:

Cyndee A. Hoehn
Administrative Support Technician
U. S. Bankruptcy Court
517 East Wisconsin Avenue, Room 126
Milwaukee, WI 53202