



UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF ALABAMA  
Mobile, Alabama

JOB OPPORTUNITY NUMBER: 2014-01

Position: Judicial Assistant

Opening Date: December 9, 2013

Closing Date: Open until filled  
Preference to be given to applications received by December 30, 2013

Starting Salary: JSP Levels 5 – 11 (\$31,315 - \$74,628)  
Salary commensurate with qualifications and experience

**POSITION OVERVIEW:** The United States Bankruptcy Court for the Southern District of Alabama is seeking qualified applicants for the position of a Judicial Assistant under the supervision of a United States Bankruptcy Judge. The Judicial Assistant is responsible for the day-to-day operations of judicial chambers and provides administrative support to the Bankruptcy Judge. The position requires confidentiality and discretion, and will include scheduling work flow, appointments and meetings, emailing, typing, copying, filing, order processing and supply requisition. The Judicial Assistant may also provide administrative and secretarial support to the Judge's law clerk.

**DUTIES AND RESPONSIBILITIES:** The selected candidate will perform administrative work in support of the Judge; manage and assist with the Judge's calendar and travel; review, proof, and otherwise assist with orders submitted; and conduct other Chamber's business as required, including coordinating activities with law clerks, attorneys, other judges and courthouse personnel. Duties will include:

- Accurately prepare and reply to judicial correspondence, including routing mail to appropriate destination;
- Receive, screen and refer telephone calls and visitors and respond to inquires;
- Receive, review, edit and process orders submitted for docket entry;
- Assist with finalizing documents from rough copy or notes for the Judge's review and signature;
- Assist with managing case flow by tracking pending cases;
- Handle and coordinate administrative matters in Chambers including preparation of annual and statistical reports. Timely prepare and fulfill all reporting requirements for the Judge, including but not limited to, Non-Case Related Travel Report, Matters Under Advisement Report, Financial Disclosure Report;

- Maintain Judge's calendar, including coordinating travel (speaking engagements and seminars) with regular court scheduling, schedule, change and cancel appointments as directed. Arrange meetings and conferences for Judge and support personnel;
- Arrange business travel itineraries, including plane tickets, lodging, auto rental, and other arrangements. Complete travel vouchers;
- Handle routine matters; perform miscellaneous errands and other duties as assigned by the Judge,

**REQUIREMENTS:** Must be proficient in office management and have excellent technical, communication and organizational skills. The candidate will be required to exercise a high degree of interpersonal skill in dealing with court staff, federal agency officials, and the public. Must have a demonstrated ability to maintain a high level of confidentiality and discretion, ability to work independently with a pleasant attitude, take directions well, and exercise good judgment without close supervision. Applicant should have knowledge of legal documents and terminology; using personal computers and applications, such as word processing, spreadsheets, email, and the internet; skill in using grammar, spelling, punctuation and proofreading. The successful applicant should be adaptable, flexible, customer-focused, and have a strong sense of personal and professional integrity. In addition, legal research and/or cite checking skills and familiarity with legal databases, such as Lexis, Westlaw, and the federal courts' Case Management/Electronic Case Files (CM/ECF) are preferred.

**QUALIFICATIONS:** For appointment to this position, at any grade, the **minimum education requirement** is possession of a high school diploma, GED, or other recognized certificate. The **general experience** requirement is two years and the **specialized experience** requirement differs (increases) for each grade.

**General experience** is defined as progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

**Specialized experience** is defined as progressively responsible clerical or administrative experience requiring the regular and recurring application of procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software. Such experience is commonly encountered in the legal field, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title office, and corporate headquarters, or human resources/payroll operations.

**Educational Substitutions:** Education in a college, university or secretarial school of recognized standing may be substituted for a maximum of one year of the **general experience**. A bachelor's degree may be substituted for three years of **general experience**. Education in a legal or paralegal curriculum may be substituted for a maximum of two years of **specialized experience**.

## **INFORMATION FOR APPLICANTS:**

- U. S. Citizenship required
- The selected candidate will be subject to a background investigation and FBI fingerprint check as a condition of employment. Appointment will be made conditional to an acceptable background investigation report.
- Employees of the U. S. Bankruptcy Court are Excepted Appointments and serve at the pleasure of the Court; and they are not included in the government's competitive service classification (Civil Service) system. They are considered "At Will" employees and are required to adhere to a Code of Conduct of Judicial Employees.
- All employees are subject to mandatory electronic payroll deposit.
- Applicants selected for interviews must travel at their own expense.
- Due to the expected high volume of applicants for this position, only those applicants considered for interview will receive further notification in writing.
- This position is subject to a 180 day trial/probationary period.

**BENEFITS:** Health insurance, life insurance, dental and vision insurance, long term care and long term disability, and flexible spending benefits; ten (10) paid federal holidays; annual and sick leave; retirement; and Thrift Savings Plan.

## **APPLICATIONS PROCEDURES:**

Qualified applicants should submit the following documents via mail or email: Letter of interest re Announcement Number 2014-01; current resume detailing years of pertinent experience, dates of employment, and salary history; references; and Completed AO-78, Application for Federal Employment. The AO-078 application form can be downloaded from:

<http://www.uscourts.gov/careers><http://www.uscourts.gov/forms/AO078.pdf>

The application packet may be mailed or hand delivered to: **U. S. Bankruptcy Court, Southern District of Alabama, Human Resources - # 2014-01, 201 St. Louis Street, Mobile, AL 36602.** Or, they can be sent as a PDF, via email, to: **becky\_drake@alsp.uscourts.gov**

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