Career Opportunity: Judicial Assistant
Vacancy Announcement #2019-03

OVERVIEW OF THE DISTRICT OF MINNESOTA
The U.S. District Court, District of Minnesota serves all 87 Minnesota counties. The District has four staffed divisional offices located in Minneapolis, Saint Paul, Duluth, and Fergus Falls. The U.S. District Court, District of Minnesota is composed of seven authorized district judges, five senior district judges, eight magistrate judges, one part-time magistrate judge, Clerk’s Office staff, and Probation and Pretrial Services Office staff.

INTRODUCTION
This position is located in the U.S. Courthouse in Saint Paul, Minnesota. The incumbent’s office is in the chambers of District Judge Donovan W. Frank. The incumbent is responsible for the daily operation of judicial chambers and provides a wide range of highly advanced executive support functions and senior-level secretarial and administrative assistant duties for District Judge Donovan W. Frank. The position requires confidentiality and discretion, and will include scheduling work flow, appointments and meetings, research and preparation of data and information, emailing, preparing reports, drafting correspondence, coordinating the hiring of law clerks and externs, organizing programs and receptions, arranging and maintaining District Judge Donovan W. Frank’s travel itineraries, copying, filing, and management of the day-to-day operations of the office. The ideal candidate will display initiative, good judgment, professionalism, follow-through, the ability to multi-task and readily adapt to fast-changing priorities, excellent organizational skills and a strong work ethic.

REPRESENTATIVE DUTIES
- Perform administrative duties, including using computer applications to prepare documents, reports and correspondence. Assist in the review of documents for completeness and accuracy, ensure the judge has all necessary materials and is timely for meetings, appointments, conference calls, and other related duties.
- Receive, screen, and refer or answer inquiries received via telephone, email or in person to appropriate personnel, professionally representing the chambers as the first, and sometimes only, contact with customers. Respond to basic questions related to the status and scheduling of cases.
REPRESENTATIVE DUTIES (CONTINUED)

- Arrange and manage the judge’s appointment schedule by planning, scheduling, confirming details, and coordinating meetings, conferences, teleconferences, and travel. Continuously update and coordinate schedule with the judge and appropriate persons.
- Develop and initiate procedures to facilitate management of the judge’s emails and other communications. Keep the judge informed of significant and important items requiring review or action, and calls attention to deadlines.
- Gather information, obtain documents, background information, and other dates for administrative and judicial reports, meetings, conferences, presentations, and other uses.
- Process Civil Justice Reform Act (CJRA) eVouchers in a timely fashion.
- Process restitution payment vouchers in a timely fashion.
- Prepare annual and statistical reports. Timely fulfill all reporting requirements for the judge, including but not limited to, Non-Case Related Travel Report, Financial Disclosure Report, and Privately-Funded Education Programs Report.
- Compose, prepare, and send written and/or electronic correspondence for the judge.
- Schedule and coordinate projects, set priorities, and adapt to changing priorities.
- Provide support to the judge for committee work, including taking minutes, and assist the judge in preparation of presentation materials, including preparing PowerPoint presentations.
- Arrange transportation and travel accommodations for the judge, ensure appropriate travel authorization is secured, and prepare travel vouchers. Register the judge for attendance at various conferences and events. Schedule presentations for the judge, organize and coordinate receptions with court personnel. Responsible for ensuring travel and reimbursement expenses are in accordance with the court’s travel policies and regulations.
- Initiate and maintain extensive files and records (electronic and paper) for case filings, correspondence, committee work, publications, reports, data forms, and other documents.
- Provide historical reference by developing and utilizing filing and retrieval systems.
- Distribute information to law clerks or other personnel as directed by the judge. Oversee the extern and law clerk hiring process for review by the judge. Prepare paperwork for all incoming and outgoing externs and law clerks for submission to Human Resources. Provide orientation to law clerks and judicial externs regarding policies and procedures; monitor and manage law clerk and courtroom deputy’s benefit time usage. Process Board of Admissions forms for former externs and law clerks.
- Assist in guiding orders and other documents through the editing process. Edit, proofread, and review court orders for correctness with respect to format, spelling, grammar, punctuation, content, quoted material, math accuracy, The Bluebook: A Uniform System of Citation manual, style and organization. Work with law clerks to address procedural oversight to maintain the confidentiality of sensitive material in documents. Finalize orders for the judge’s signature and docket orders.
- Draft routine orders.
- Coordinate preparation for trial, including creating trial notebooks.
- Perform docketing functions and run reports in the national automated case management system (CM/ECF).
- Advise judge and his law clerks of potential ethical conflicts.
- Assist the judge in monitoring continuing legal education requirements.
- Maintain and update chambers’ library material.
- Serve as an office manager for chambers, overseeing daily operations.
- Act as courtroom deputy for hearings as necessary. Handle docketing, scheduling, and case management issues in the courtroom deputy’s absence from office.
MINIMUM QUALIFICATIONS

• Two years of general administrative and clerical experience, and at least five years of specialized experience in
  law-related or court-related matters. A Bachelor of Arts degree may be substituted for two years of general
  experience.
• Superior verbal and written communication skills, including superior editing and proofreading skills, and good
  mathematical aptitude. Ability to proofread is required.
• Ability to accurately transcribe machine dictation.
• Excellent organization skills and the ability to perform duties with effective prioritization and execution under
  pressure.
• Ability to work independently, anticipate needs and problems, and maintain drive and commitment to do whatever
  it takes to complete assignments.
• Proficient computer skills, including Word and Microsoft Office Suite. Must have the ability to readily adapt to
  changing technologies and learn new systems as needed.
• Ability to maintain strict confidentiality of all office and judicial matters.

PREFERRED QUALIFICATIONS

• College degree preferred, high school diploma or equivalent required.
• Ability to maintain confidentiality, demonstrate sound judgment, handle sensitive information and exercise
  discretion at all times.
• High degree of interpersonal skill in dealing with court staff, federal agency officials, and the public.
• Demonstrated ability to exhibit the qualities of judgment, temperament, integrity, trustworthiness and strong
  character required of an employee of the judiciary.
• Demonstrated knowledge of and skill in, using personal computers and applications, such as word processing,
  spreadsheets, e-mail and the internet. Microsoft Office Suite, Outlook, PowerPoint, Microsoft Publisher,
  WordPerfect and the federal courts’ Case Management/Electronic Case Files (CM/ECF) system experience
  preferred.
• Demonstrated written communication skills, oral communication skills, proofreading and accuracy in checking
  edits, quotations, and legal citations.
• Demonstrated ability to plan, organize, and prioritize multiple assignments and responsibilities in a fast-paced
  environment.
• Demonstrated organizational skills and an eye for detail.
• Demonstrated proficiency and accuracy in office protocols and administrative practices such as calendaring, travel
  planning, preparation of travel vouchers, typing, photocopying, assembling, filing, record keeping, telephone
  usage, and equipment maintenance.
• Demonstrated initiative and willingness to accept responsibility.
• Demonstrated strong sense of personal and professional integrity and the ability to work well with professional
  legal staff and court personnel.
• Demonstrated ability to meet short deadlines in high-pressure situations.
• Demonstrated 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).
ENVIRONMENTAL DEMANDS

• Work is performed in an office setting.
• Ability to lift heavy boxes and set up chairs.
• Ability to perform duties outside of regular business hours when necessary.
• Ability to travel on an as needed basis.

BENEFITS

• The opportunity to serve in a rewarding public service position.
• Accrual of paid vacation and sick leave.
• Paid federal holidays.
• Extensive health, life, dental, vision, and long-term care insurance plans.
• A defined benefit pension plan.
• On-site fitness centers.
• Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plans through the Thrift Savings Plan (TSP) with employer matching contributions.
• Pre-tax transportation, medical, and childcare reimbursement accounts.
• Extensive on-line training options. Travel reimbursement for in-person training and professional conferences available, funds permitting.

Employees of the U.S. District Court are not classified under Civil Service.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or permanent residents seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Judiciary employees serve under excepted appointments, and are considered “at-will” and may be terminated with or without cause or notice by the Court.

The U.S. District Court requires employees to adhere to the Code of Conduct for Judicial Employees. This position is also subject to mandatory Electronic Fund Transfer (EFT) for payroll deposit.

All final candidates are subject to FBI fingerprints and background investigation, including criminal history. The individual hired to perform the duties for this position may be subject to further background investigations when necessary.

APPLICATION INFORMATION AND PROCESS

All application materials received will be reviewed to identify the best qualified candidates. Only applicants selected to proceed to the next phase of the selection process will be notified. Submission of application materials using a link to a cloud-based system will not be reviewed. All application materials must be attached to the email as directed.

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, and to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without prior written notice.

An Equal Opportunity Employer