



UNITED STATES DISTRICT COURT– SOUTHERN DISTRICT OF IOWA

POSITION: **Judicial Assistant to Magistrate Judge**

LOCATION: **Des Moines, IA**

OPENING DATE: **Wednesday, December 10**

CLOSING DATE: **Open until filled, applications received by December 19, 2014 will receive priority consideration**

CLASSIFICATION LEVEL/SALARY RANGE: **JSP 9-11 (\$47,923 – \$75,376); salary is based on experience and qualifications in accordance with the Judicial Personnel System.**

POSITION OVERVIEW

The United States District Court for the Southern District of Iowa is accepting applications for the position of Judicial Assistant to Magistrate Judge Helen C. Adams. This position is located in Des Moines, Iowa. The incumbent provides law-related and administrative support to the Judge and law clerks. The incumbent is responsible for office management, organizing office workload, and screening requests and materials for the judge.

DUTIES AND RESPONSIBILITIES

Responsible for overall office management and general administrative support of the judge, law clerks and other court personnel as required, including preparing correspondence, copying, proofreading, cite-checking, filing, supply requisition and equipment maintenance.

Maintains and coordinates the judge's calendar and schedule. Makes travel arrangements and prepares expense reports.

Performs case management, including tracking of case status, assignments, continued record retention and follow-up of pending cases.

Receives, screens, and refers telephone and in-person callers; screens incoming and outgoing mail, electronic or paper, and routes to appropriate destination.

Organizes and maintains the filing system of cases and correspondence.

Prepares and/or edits legal documents, correspondence, memoranda, agendas for meetings and conferences, reports and statistics.

Types draft and final form opinions, bench memoranda, and correspondence, to include preparation of initial drafts of documents as appropriate to the background and experience of the applicant.

Provides assistance to law clerks by reviewing documents for proper legal form.

Maintains office supplies and equipment and handles routine office matters.

Serves as a liaison to all other court support units on behalf of the judge.

Performs other duties as assigned.

QUALIFICATIONS

The successful candidate must have at a minimum a high school diploma or the equivalent. Two years of general clerical or secretarial experience and four to six years of specialized experience required. General experience is progressively responsible general clerical or secretarial experience which provided a good knowledge of office clerical practices such as filing, telephone usage, and typing. Specialized experience is progressively responsible experience which involved responsibility as the principal office assistant to a supervisor dealing with law-related matters. Advanced education or prior experience in a legal or court environment preferred. Excellent communication skills, 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. The candidate must have a positive attitude, deliver excellent customer service, and be detail oriented. Must be able to manage multiple priorities with conflicting deadlines.

BENEFITS

Benefits include ten paid holidays, paid vacation and sick leave, and participation in the Federal Employees Retirement System. Optional participation in Federal Employees' Health Benefits Program, Federal Employees' Group Life Insurance Program, Flexible Benefits Program, Federal Judiciary Long Term Care Insurance Program, and private long term disability insurance is also available.

CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment. Employees of the United States District Court are at will and can be terminated with or without cause at any time.

MISCELLANEOUS

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The U.S. District Court for the Southern District of Iowa provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The U.S. District Court for the Southern District of Iowa reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice.

The U.S. District Court for the Southern District of Iowa does not reimburse for expenses associated with interviews or relocation.

APPLICATION INFORMATION

Candidates must submit: (1) a resume and (2) a cover letter which addresses qualifications, skills, and experience necessary to perform the duties. Applications submitted without both items will not be considered. Only applicants selected for an interview will be notified.

Application materials should be marked "confidential" and mailed or e-mailed to:

Mindi Decker, Human Resources Specialist
U.S. District Court, Southern District of Iowa
P.O. Box 9344
Des Moines, IA 50306-9344
E-mail: mindidecker@iasd.uscourts.gov

The United States District Court is an Equal Opportunity Employer.