

POSITION TITLE: Judicial Assistant

LOCATION: Charlotte, North Carolina

CLOSING DATE: March 16, 2018

CLASSIFICATION LEVEL / SALARY RANGE: JSP 4-11 (\$30,065 - \$80,165);
depending upon qualifications and prior experience

Notice of Vacancy:

The United States Bankruptcy Court for the Western District of North Carolina is accepting applications for a Judicial Assistant to a Chief Bankruptcy Judge. There are three offices within the Western District of North Carolina: Charlotte, Asheville and Statesville. The duty station for this position is in the Charlotte office.

Position Overview and Duties:

The Judicial Assistant is responsible for the daily operation of judicial chambers and provides administrative support to the Judge. 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. The position requires confidentiality and discretion. The position will include scheduling appointments and meetings; drafting correspondence, including letters and emails; arranging and maintaining the judge's travel and hearing calendar; and management of the day-to-day operations of the office.

Representative Duties:

- Provide administrative and clerical support to the Chief Bankruptcy Judge.
- Transcribe recordings of court hearings.
- Weekly calendar preparation and management.
- Prepare and submit statistical reports to the Fourth Circuit and Administrative Office.
- Assist attorneys in obtaining hearing dates.
- Assist the Clerk's Office regarding trials, orders and other matters.
- Monitor pending adversary proceedings to ensure proper case flow.
- Prepare correspondence and pleadings.
- Prepare orders after court hearings.
- Maintain confidential records.
- Act as a liaison for the Judge and Chambers.
- Answer and screen telephone calls to Judge's chambers.
- Coordinate travel arrangements for the Judge and the law clerks.
- Make reservations for workshops and seminars.
- Prepare travel expense reports for the Judge and law clerks.
- Perform other duties as assigned.

Qualifications:

A high school diploma or equivalent is required. A paralegal certification, college degree, or prior federal court experience is preferred, but not required.

Candidates should have a minimum of 6 years of experience – 2 years of progressively responsible general clerical or secretarial experience and 4 years of progressively responsible secretarial experience, which involved responsibility as the principal office assistant to a supervisor dealing with law-related matters.

Desired Skills:

Candidate must have strong computer experience. Experience using the court's Case management/Electronic Case Filing system is preferred. This is an extremely fast-paced position, which requires the candidate to be versatile, and to present a professional demeanor and appearance at all times. The candidate must also possess strong organizational, analytical, and oral/written communication skills. The ability to respond to requests on short notice and the ability to manage multiple tasks and stringent deadlines, are essential.

Candidate must possess basic legal research and writing skills. Preference is given to those applicants that have previous experience working in bankruptcy law, either in private practice or from within the bankruptcy court system.

Benefits:

A generous benefits package is available and includes the following:

- A minimum of 10 paid holidays per year
- Paid annual and sick leave
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in Federal Employees' Health Benefits
- Optional participation in Supplemental Dental and Visions insurance
- Optional participation in Federal Employees' Group Life Insurance
- Optional participation in Flexible Benefits Program
- Optional participation in Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private long-term disability plan
- Credit for prior government service

INFORMATION FOR APPLICANTS:

Applicants must be U.S. citizens or eligible to work in the United States.

The candidate selected for this position is subject to a full fingerprint and background records check, a six-month probationary period, and mandatory electronic direct deposit of salary payment.

Employees are required to adhere to the Code of Conduct for Judicial Employees.

Employees of the Bankruptcy Court are EXCEPTED SERVICE APPOINTMENTS.

Excepted service appointments are “at will” and can be terminated with or without cause by the court.

The Bankruptcy Court is an Equal Opportunity Employer.

Due to the volume of applications received, the Court will only communicate with those individuals invited for an interview.