

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF GEORGIA**



Vacancy Announcement #10-01

Opening Date: October 16, 2009

Closing Date: November 16, 2009, or until the position is filled

Judicial Assistant/Paralegal
Salary Range (\$58,734 - \$76,350)
Depending Upon Experience

THE UNITED STATES DISTRICT COURT, NORTHERN DISTRICT OF GEORGIA, HAS AN OPENING FOR THE POSITION OF JUDICIAL ASSISTANT/PARALEGAL FOR SENIOR UNITED STATES DISTRICT JUDGE ORINDA D. EVANS, IN THE ATLANTA DIVISION.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Perform general office management and executive secretarial duties. Front office receptionist serving as first contact with attorneys and the public.
- Screen and monitor motions and cases to assure timely review; coordinate case review with law clerks and courtroom deputy clerk.
- Draft correspondence and procedural orders; transcribe taped dictation. Ability to perform detailed editing of documents in WordPerfect format. Check case citations and retrieve and print cases from Lexis and/or Westlaw.
- Prepare various reports, travel and expense vouchers and maintain time and attendance records for chambers staff. Provide day-to-day support functions for the judge and chambers staff.
- Maintain chambers law library.
- Perform other duties as assigned.

QUALIFICATIONS REQUIREMENTS:

Experience with a federal or state court would be beneficial. To qualify for appointment, candidates must meet the following minimum standards:

GENERAL EXPERIENCE: Applicants must have a minimum of six years of experience in an executive office environment which requires the daily exercise of tact, good judgment, professionalism and initiative. Excellent written and oral communications skills are required. Previous experience must have included

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responsibility for creating and editing documents. Applicants must have excellent spelling and proof-reading skills. Administrative skills must include proficiency in document preparation, file maintenance, record keeping, and general office management. Excellent personal computer skills and desire to engage technology are essential.

SPECIALIZED EXPERIENCE: A minimum of six years of legal experience, such as that found in any judge's office, law office, or paralegal type experience is required. Proficiency in the latest release of WordPerfect and use of the Bluebook System. Knowledge of CM/ECF (electronic case filing) and Adobe Acrobat advantageous. Familiarity with government procedures and regulations a plus. Applicants must possess strong organizational and management skills, be able to manage multiple projects and possess a strong work ethic.

PERSONAL CHARACTERISTICS: Must be able to communicate clearly and professionally with a wide-ranging constituency which includes federal judges, court personnel, attorneys and pro se litigants. Must possess the ability to maintain strict confidentiality with respect to duties and responsibilities; work independently with little supervision; and have a strong sense of personal and professional integrity. Must be able to interact cooperatively with other staff in chambers. Professional appearance and demeanor are important.

NOTICE TO APPLICANTS : Employees of the United States District Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. As a condition of employment, the selected candidate must successfully complete a background investigation with law enforcement agencies, as well as a check of financial and credit records. Any position offer will be considered provisional until a full suitability determination can be made. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicants must be a United States Citizen or eligible to work in the United States.

The United States District Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service positions.

APPLICATION PROCESS: To apply for this position, qualified applicants should submit: 1) an application for Judicial Branch Federal Employment, Form AO 78 (available from the Court's website at <http://www.gand.uscourts.gov/employment>); 2) a cover letter addressing qualifications and relevant experience; and 3) a chronological resume including education, employment and salary history. Completed packages should be submitted to: **United States District Court, Attn: Human Resources Manager, Vacancy #10-01, 75 Spring Street, SW, Room 2013, Atlanta, GA 30303-3309**. All applicants will be screened to identify the best qualified and suitable candidate. Only the best qualified candidates will be invited for a personal interview. Interview and relocation expenses are not reimbursable.

Resumes submitted in response to this announcement may be considered for any similar positions which occur within the next 180 days.

The United States District Court is an Equal Opportunity Employer