



CAREER OPPORTUNITY

UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT OKLAHOMA CITY, OKLAHOMA

Position: Judicial Assistant (16JA10)

Position Type: Full-time

Closing Date: Open Until Filled

Salary Range: JSP 9 – 11 (\$48,968 - \$77,019) *Salary is commensurate with experience, qualifications, and education*

Position Overview:

A United States Circuit Judge on the Court of Appeals for the Tenth Circuit is seeking qualified applicants for a Judicial Assistant. This position is responsible for the daily operation of chambers and provides administrative support to the judge. The ideal candidate will display initiative, good judgment, professionalism, follow-through, organizational skills, and the ability to multi-task, and will readily adapt to changing priorities and demonstrate a strong work ethic.

Representative Duties:

A Judicial Assistant serves as the office manager for chambers, overseeing daily operations and maintenance of the office and supporting the chambers' staff as required. Judicial Assistant's duties include: formatting, editing, and proofreading documents, including checking and editing citations using The Bluebook; maintaining and organizing multiple filing systems and managing chambers' case management system; preparing a weekly status report for chambers that includes case administration and travel arrangements; coordinating the annual hiring of law clerks, including opening and logging applications and maintaining appropriate recruitment records; receiving and screening phone calls and mail; handling routine office matters, including maintaining office supplies and equipment; gathering and maintaining statistical data for court use; arranging and maintaining the judge's travel itineraries; and, serving as the liaison to all other court units on behalf of the judge.

Qualifications and Requirements:

- High school graduate or equivalent with at least two years of general administrative and clerical experience. A Bachelor's degree and/or paralegal certificate is highly preferred.
- At least six years of progressively responsible experience serving as the principal office assistant to a supervisor dealing with law-related or court-related matters. *Salary commensurate with years of experience.*
- Superior verbal and written communication skills, including superior editing and proofreading skills. Ability to proofread and edit legal citations is required.
- Excellent organizational skills and the ability to manage multiple priorities.
- Ability to work independently and anticipate needs and problems, and to exercise tact, good judgment, and initiative.
- Proficient computer skills, including Microsoft Office Suite. Familiarity with an electronic case filing management system is preferred. 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.

How to Apply:

Submit a cover letter, resume, at least three professional references, and the attached Application for Judicial Employment to:

Tenth Circuit Court of Appeals
Byron White United States Courthouse
Attn: Human Resources – 16JA10
1823 Stout Street
Denver, CO 80257

Information for Applicants:

Incomplete application packages will not be considered. Applicants must be eligible to work in the United States.

Appointment is contingent upon successful completion of a background investigation. Employees of the U.S. Courts are "at will." Employees are subject to the Judicial Code of Conduct. Only applicants selected for interview will be contacted. The United States Courts are equal opportunity employers.