

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF DELAWARE**

VACANCY ANNOUNCEMENT

POSITION TITLE: Judicial Assistant - Temporary - NTE 09/30/04

ANNOUNCEMENT #: 04-07

LOCATION: 824 Market Street, Wilmington, Delaware 19801

SALARY/TARGET GRADE: Starting salary range for the position is JSP 9/1 through 10/1, \$36,052 to \$39,702, according to the JSP Table 00. Starting salary commensurate with experience, qualifications and education. This position is full-time temporary with classification under the Judicial Salary Plan. Normal tour of duty is Monday through Friday 8:00 a.m. to 5:00 p.m.

OPENING DATE: 04/22/04

CLOSING DATE: until filled

The United States Bankruptcy Court is accepting applications for the position of Judicial Assistant. This temporary position is currently funded through September 30, 2004 and may or may not be extended past this date. The position is located in the Visiting Judges' Chambers in Wilmington, Delaware. The appointment will commence as soon as the position is filled. This position is classified as "at will" and is not governed by the rules and regulations associated with federal competitive service.

POSITION OVERVIEW:

The Judicial Assistant will provide administrative and clerical support for the Visiting Judges' Program and various interim bankruptcy judges. The incumbent will be responsible for word processing, document quality control, and administrative assistance to the judges. Duties include the following: conforms orders submitted to chambers; types correspondence and pleadings; prepares orders after court hearings; answers and screens telephone calls to judges' chambers; prepares judges' travel vouchers and coordinates all travel arrangements; calendars all judges' appointments; schedules and coordinates all judges' meetings; coordinates court calendar with courtroom deputy and law clerk; generates statistical reports; and performs other duties as assigned.

REPRESENTATIVE DUTIES:

- Excellent word processing skills, including fluency in WordPerfect 9/10 and Microsoft Office
- Typing skills of at least 80 WPM

- Thorough knowledge of legal terminology with excellent grammar skills
- Thorough knowledge of use of legal citations
- Computer literacy, including a thorough understanding of Windows and Lotus Notes
- Superior communication, detail, and organizational skills
- Professional demeanor

QUALIFICATIONS:

To qualify for the position of assistant to a federal judge a person must be a high school graduate or the equivalent and must have the following experience:

<u>JSP Grade Level</u>	<u>Years of General Experience</u>	<u>Years of Specialized Experience</u>	<u>Total Years of Experience</u>
9	2	4	6
10	2	5	7

GENERAL EXPERIENCE:

Progressively responsible general clerical or secretarial experience that provided a good knowledge of office clerical practices such as filing, telephone usage, and typing.

SPECIALIZED EXPERIENCE:

Progressively responsible secretarial experience that involved responsibility as the principal office assistant to a supervisor who was dealing with law-related matters (such as might be found in a law, insurance or real estate office).

EDUCATIONAL SUBSTITUTIONS:

Education in a college, university or secretarial school of recognized standing may be substituted for a maximum of one year of the general experience on the basis of 30 semester (45 quarter) hours equal nine months of experience.

A bachelor's degree from a college or university of recognized standing may be substituted for two years of general experience. Preferably, such degree should have included courses in law, government, public or business administration or related fields. Education in a legal or paralegal curriculum may be substituted for a maximum of two years of specialized experience on the basis of one full academic year (30 semester or 45 quarter hours) equals one year of experience. Less than one full year of study will be credited on a pro-rata basis.

BENEFITS:

This position is temporary and therefore not eligible for all benefits normally available to employees in a full-time position. Employees of the United States Bankruptcy Court are not subject to the regulations of the Civil Service Commission. They are, however, federal employees of the Judicial Branch and in this temporary position the incumbent will be entitled to some but not all of the same benefits as other federal government employees. Some of the benefits are:

13 days paid vacation for the first three years

A minimum of 10 paid holidays per year

Medical and Life Insurance options are dependent upon type and length of appointment

When computing leave accrual and retirement benefits, time in service with other federal agencies, as well as time for prior military service, is taken into consideration.

INFORMATION FOR APPLICANTS:

Submit cover letter with salary requirements and resume to: Human Resources Manager 04-07, United States Bankruptcy Court, District of Delaware, 824 Market Street, Wilmington, DE 19801. **No phone calls will be accepted.**

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which actions may occur without prior written notice or other notice. This job announcement may involve filling more than one position described herein. The salary for this position will be based upon experience and education in accordance with the Judicial Salary Plan of the U.S. Courts. Employees of the U.S. Bankruptcy Court are excepted, at will appointments; therefore, are not subject to the rules and regulations of federal competitive service.

Applicants must be U.S. citizens or eligible to work in the United States. Applicants invited in for an interview will be subject to a criminal background and reference check. Applicants selected for interviews must travel at their own expense. Relocation expenses will not be reimbursed.

Due to the volume of applications received, the U.S. Bankruptcy Court will only communicate to those individuals who will be tested or interviewed for open positions. If you are not notified by us, another candidate within the recruitment having more experience or higher qualifications was selected. Only qualified applicants will be considered.

This position is subject to mandatory electronic direct deposit of salary payment.

The U.S. Bankruptcy Court for the District of Delaware is an Equal Opportunity Employer.

