



## UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND VACANCY ANNOUNCEMENT

**POSITION:** Judicial Assistant to United States Magistrate Judge Timothy J. Sullivan

**DUTY STATION:** Greenbelt, Maryland

**OPENING DATE:** March 27, 2023

**CLOSING DATE:** Open Until Filled with first preference to applications received by April 10, 2023\*

**SALARY:** JSP 9 (starting salary \$64,957, full salary range = \$64,957 - \$84,441) Two years of general experience\*\* or college degree plus four years of specialized experience\*\*

JSP 10 (starting salary \$71,531, full salary range = \$71,531 - \$92,995) Two years of general experience\*\* or college degree plus five years of specialized experience\*\*

JSP 11 (starting salary \$78,592, full salary range = \$78,592 - \$102,166) Two years of general experience\*\* or college degree plus six years of specialized experience\*\*

The Federal Court is seeking qualified applicants for the full-time position of Judicial Assistant to United States Magistrate Judge Timothy J. Sullivan. This is an executive administrative position with responsibility for office management, organizing office workload, and screening requests and materials for the judge.

### **Duties include, but are not limited, to the following:**

- Receive, screen, and refer telephone and in-person callers, screen incoming and outgoing mail, electronic or paper, and route to appropriate destination.
- Manage chambers case management system and workflow as well as the judge's calendar.
- Prepare travel itineraries, arrangements, and vouchers.
- Organize and maintain the filing system of cases and correspondence.
- Prepare and/or edit legal documents, correspondence, memoranda, agendas for meetings and conferences, reports, and statistics.
- Provide assistance to law clerks by reviewing documents for proper legal form.
- Maintain office supplies and equipment and handle routine office matters.

### **Qualifications and Requirements:**

- High school graduate or equivalent.
- Two years general clerical or secretarial experience which provided a good knowledge of office clerical practices such as filing, telephone usage, and typing required.
- Four to six years of specialized experience required. Specialized experience is progressively responsible experience which involved responsibility as the principal office assistant to a supervisor dealing with law-related matters such as might be found in a law, insurance or real estate office. Specialized experience should include at least one year of experience at or equivalent to the next grade below the grade of the position for which the person is being considered.
- Prior experience in a legal or court environment preferred.
- Excellent communication skills (both verbal and written), computer skills, organizational skills, and interpersonal skills required.
- Proficiency in Word required. Familiarity with Microsoft Outlook and electronic case filing, especially the CM/ECF (Case Management/Electronic Case Files) system, desired.
- Consummate professionalism, discretion and integrity required. Must be able to manage multiple priorities with conflicting deadlines.

## **Federal Benefits:**

- Health, dental, vision, life, and long-term care insurance programs available.
- Flexible spending accounts for health and dependent care available.
- Vacation/annual leave (13-26 days increasing with years of service), sick leave (13 days per year) and paid holidays (11 days).
- Paid parental leave (12 weeks) for the birth or adoption of a child after one year of employment.
- Telework possibilities after successful training and probationary period.
- Retirement (FERS - Federal Employees Retirement Program) with employer and employee contributions as well as immediate matching contributions in the Thrift Savings Plan (TSP) 401K style plan.
- The U.S. District Court is a qualifying employer for possible Public Service Loan Forgiveness.
- Free parking available at the courthouse.
- Additional information about the federal judiciary's benefits can be found at [www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/benefits)

## **How to Apply:**

Submit resume, a cover letter stating the reasons for your interest in the position, and a completed [AO-78](#) Application for Federal Employment **as a single PDF** document to: [jobs@mdd.uscourts.gov](mailto:jobs@mdd.uscourts.gov) Include the job title for which you are applying in the subject header of the email.

**\*\*To ensure first consideration, complete application packets must be received no later than 5:00 p.m. on April 10, 2023. Incomplete or incorrectly submitted application packets may not be considered for the position.**

\*\* General experience is progressively responsible clerical or secretarial experience which provided a good knowledge of office clerical practices such as filing, telephone usage, and typing. Education above high school may be substituted for general experience.

\*\* Specialized experience is progressively responsible experience which involved responsibility as the principal office assistant to a supervisor dealing with law-related matters. Specialized experience should include at least one year of experience at or equivalent to the next grade below the grade of the position for which the person is being considered.

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- Due to the volume of applications received, the court will only communicate with those individuals invited for an interview.
- The United States District Court is an Equal Opportunity Employer. All applications will be reviewed to identify the best qualified candidates.
- In the event a position becomes vacant in either division and in a similar classification within a reasonable time from the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.

## **Conditions of Employment:**

- Applicants must be a United States citizen or national or a permanent resident who is seeking citizenship in the United States. Successful candidate for this position is subject to a full fingerprint and background records check and mandatory electronic direct deposit of salary payment.
- This is a sensitive position within the Federal Judiciary. The selected candidate will be hired provisionally, pending the successful completion of the required background investigation and favorable employment suitability determination.
- Selected applicant will be required to complete a one-year probationary period. Failure to successfully complete the probationary period may result in termination of employment. Positions in the United States Courts are excepted appointments, are not under the Civil Service System, and are "at will" employees.
- Employees must adhere to the Code of Conduct of Judicial Employees which is available at: <http://www.uscourts.gov/RulesAndPolicies/CodeOfConduct.aspx>
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.