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**UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF OKLAHOMA**

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Position Title: Administrative Assistant to U.S. District Judge  
Vacancy No. 15-09  
Location: Oklahoma City  
Closing Date: July 10, 2015  
Salary Range: JSP 8/1 to JSP 11/10 (\$48,403 to \$76,131\*)  
Starting Salary commensurate with qualifications and experience.  
\*Starting Salary above step 1 requires prior federal work experience.

**POSITION OVERVIEW.** This position is in the chambers of Senior U.S. District Judge Lee R. West. The Administrative Assistant is responsible for a wide variety of administrative and office support services for the judge and chambers' personnel. Incumbent must have excellent administrative and secretarial skills and maintain a positive and professional image at all times. The position requires a strong secretarial background, preferably in the legal field.

**MAJOR DUTIES.** Prepare correspondence; maintain chambers calendar and filing system; answer phones; receive and assist visitors; provide assistance to law clerks; and serve as a liaison to court staff and other court units on behalf of the Judge.

**QUALIFICATION REQUIREMENTS.**

- High school diploma, or equivalent, required. College degree preferred.
- Knowledge of office procedures, practices, processes and business etiquette.
- Solid time management and organization skills.
- Excellent written, verbal and interpersonal skills.
- Excellent computer and word processing skills.
- Excellent attention to detail, follow-through, accuracy and commitment to completing assignments.
- Excellent spelling, punctuation and grammar.

**BENEFITS.** Employees of the U.S. District Court are not classified under Civil Service, but are entitled to many of the same benefits as other federal government employees including participation in the retirement system, health, dental, vision and life insurance programs, paid leave, periodic grade and step increases, and paid holidays.

**ADDITIONAL INFORMATION:**

- Applicants must be a U.S. citizen or eligible to work in the United States.
- All employees are subject to mandatory electronic direct deposit of salary payments.
- If interviews are held, participation in the interview process will be at the applicant's own expense and relocation expenses cannot be provided.
- Only qualified applicants will be considered for this position. Employees of the U.S. Courts serve under "excepted appointments" and are considered "at will" employees. Federal civil service classifications or regulations do not apply; however, court employees are entitled to the same benefits as other federal government employees.

- As a condition of employment, the selected candidate will be subject to an FBI fingerprint background check. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application material may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.
- In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position.

APPLICATION INSTRUCTIONS: The employment application can be found on the human resources section of the court web page at [www.okwd.uscourts.gov](http://www.okwd.uscourts.gov). Please send a letter explaining why you are qualified for this position along with one copy of the completed application form, and two copies of a resume to the address below by **July 10, 2015**.

Vacancy No. 15-09  
United States District Court  
United States Courthouse  
200 N.W. 4th Street, Rm 1210  
Oklahoma City, OK 73102

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