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**UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF OKLAHOMA  
[www.okwd.uscourts.gov](http://www.okwd.uscourts.gov)**

Position Title: Administrative Assistant  
Position Type: Temporary (4-8 weeks)  
Vacancy Number: 15-19  
Location: Oklahoma City  
Open date: December 31, 2015  
Start date: Immediately  
Salary: JSP 7/1 - JSP 11/10 (\$19/hour to \$36/hour)  
Starting salary commensurate with qualifications and prior work experience.

**POSITION OVERVIEW:** The United States District Court for the Western District of Oklahoma seeks a temporary Administrative Assistant to work in the chambers of a Magistrate Judge for 4-8 weeks. The position is available immediately. The incumbent will provide clerical and administrative assistance to the Judge. Applicants should be dynamic self-starters with excellent interpersonal skills who demonstrate both initiative and follow through in all duties, enjoy multi-tasking, and can readily adapt to fast-changing priorities in a small-office setting. Applicants must have excellent administrative, organizational, project management and conceptual skills; the ability to effectively communicate orally and in writing; and a solid command of office protocols and administrative practices such as calendaring, travel planning, assembling, photocopying, filing, recordkeeping, telephone usage and typing. Accuracy and attention to detail in grammar, spelling, punctuation and proofreading are a must. A judicial employee must maintain a professional appearance and demeanor at all times.

**MINIMUM QUALIFICATIONS:** Applicants must be U. S. citizens or eligible to work in the United States. Prospective candidates must have a high school diploma or equivalent with a minimum of two years of general experience. At least one year of specialized experience is preferred. Specialized experience is defined as progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involves the routine use of specialized terminology, automated software and equipment for word processing, data entry or report generation.

**COURT PREFERRED QUALIFICATIONS:** Paralegal or executive secretarial experience is preferred. A four-year degree from an accredited college or university is highly desirable.

**ADDITIONAL INFORMATION:** Only qualified applicants will be considered for this position. Relocation expenses will not be reimbursed. Applicants selected for interviews must travel at their own expense. This announcement may be closed at any time without notice. New employees must pass a background investigation. All employees are subject to mandatory electronic direct deposit of salary payments. All court employees are at will. The court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, any of which may occur without any prior written 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.** Please submit a resume, completed employment application form, and a cover letter. The application packet can be submitted as a single .pdf document by email ([hr@okwd.uscourts.gov](mailto:hr@okwd.uscourts.gov)), or to the address below. Application forms are available at [www.okwd.uscourts.gov](http://www.okwd.uscourts.gov). Resumes will be reviewed as received and interviews will begin immediately.

Vacancy 15-19  
U.S. District Court  
Western District of Oklahoma  
200 NW 4<sup>th</sup> Street, Rm 1210  
Oklahoma City, OK 73102

**An Equal Opportunity Employer**