



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF OKLAHOMA

Position Title: Administrative Assistant to U.S. District Judge
Vacancy No. 17-09
Location: Oklahoma City
Closing Date: Open until filled however applications received by
December 15, 2017 will be given first consideration
Salary Range: JSP 9/1 to JSP 11/10 (\$49,765 to \$78,270)
Starting Salary commensurate with qualifications and experience.

POSITION OVERVIEW: 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.

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 law, insurance or real estate office.).

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, oral 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.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. Interviews by video conference may be accommodated for interviewees upon request. Only qualified applicants will be considered for this position. Selected candidate will be subject to a one year probationary period. 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.

Applications will be reviewed as received, interviews will be scheduled as soon as possible, and an employment offer will be extended to the most qualified candidate on or after the closing date.

APPLICATION INSTRUCTIONS: To apply, please send a cover letter, resume and completed application form AO-78 (available at <http://www.okwd.uscourts.gov/human-resources-2/>), to the address below, or email as a single .pdf document to hr@okwd.uscourts.gov. Email applications must include the vacancy number and name of the applicant in the subject line.

Vacancy No. 17-09
United States District Court
United States Courthouse
200 N.W. 4th Street, Rm 1210
Oklahoma City, OK 73102

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