



VACANCY ANNOUNCEMENT

United States Bankruptcy Court, District of Oregon

VACANCY #2018-01

POSITION: Judicial Assistant
TYPE: Full-Time
DUTY STATION: Eugene, Oregon
SALARY RANGE: JSP-10 (\$54,803-\$71,247)
Pay is set based on qualifications and experience.

POSITION AVAILABLE April 2, 2018

POSTING DATE: January 2, 2018

CLOSING DATE: Open until filled – Submit your application by January 29, 2018 to ensure consideration. We will continue to review applications received after January 29, 2018 until the position is filled.

Check the status of this position on the court's website at www.orb.uscourts.gov

Judge Thomas M. Renn of the United States Bankruptcy Court is now accepting applications for the full-time position of Judicial Assistant. This position will be available April 2, 2018.

POSITION OVERVIEW

The Judicial Assistant is directly responsible for assisting the Bankruptcy Judge with an extensive variety of case-related and professional administrative tasks, as well as overseeing the management of the judge's chambers.

POSITION REQUIREMENTS

Job duties and responsibilities:

- Prepare initial hearing notes for confirmation and reaffirmation hearings, and other hearings as assigned.
- Review and process e-orders. Primary review of all documents coming through the court which includes content, formatting, accuracy, timeliness, compliance with the local rules. Route documents accordingly. Follow-up with the parties when there is a problem. Interaction with the Bar and unrepresented parties regarding specific cases and instructions being passed on by the judge.
- Draft and/or edit legal documents, proofread and verify citations.
- Prepare correspondence, procedural orders, and documents that may require research or analysis. Identify unique matters and undertake special handling requirements.
- File orders and opinions in the court's electronic filing system. Create and update templates and standard documents for orders, motions and other related documents.

- Manage chambers internal case management system. Monitor caseload, organize filings and correspondence related to cases, including monitor deadlines, prioritize tasks, and determine need for action by the judge.
- Format and edit opinions for publication and/or for posting on the court's website.
- Schedule settlement conferences for other judges' cases, and coordinate with other chambers and the parties to set up settlement conferences for Bankruptcy Judge's cases.
- Perform receptionist duties by greeting callers in person and on the telephone, and responding to inquiries, and directing callers to the appropriate staff member. Sort, screen, and distribute mail and correspondence addressed to the judge.
- Manage the flow of information coming into and going from chambers, including receiving and reviewing, handling, or appropriately referring incoming and outgoing correspondence, electronic and paper.
- Preparation of judge's reports, assemble and attach supplemental material (statistics, financial disclosures, etc). Compile and arrange information and data and prepare required periodic reports regarding court and non-court activities.
- Assist judge in preparation for meetings (committee meetings and legal presentations) including drafting of materials and minutes.
- Maintain judge's schedule, both hearings calendar and regular business calendar, updating and coordinating with the judge and calendar clerk.
- Arrange official travel, meetings, and conferences. Prepare travel vouchers for reimbursement for official travel.
- File administration; Screen for potential conflicts, maintain recusal list.
- Maintain office supplies for Chambers staff.
- Various tasks and projects as assigned.
- Occasional travel to training and meetings.

QUALIFICATIONS

Education and Eligibility Requirements:

- Minimum of a high school diploma or the equivalent.
- Must be a U.S. citizen or eligible to work in the United States.

Required General Experience:

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

Required Specialized Experience:

Five years 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 for General and Specialized Experience:

(a) 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 equals nine months of experience.

(b) 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.

(c) 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.

Knowledge, skills, abilities and personal characteristics:

- Exceptional interpersonal skills and the ability to work collaboratively in a team environment.
- Maturity, good judgment, high ethical standards, and a positive work attitude.
- Is a self-starter and embraces self-responsibility.
- Ability to maintain strict confidentiality of all office and judicial matters
- Skill in being well organized and the ability to handle multiple priorities with professionalism, accuracy, and attention to detail.
- Ability to multitask, prioritize, and consistently meet deadlines and targeted goals.
- Ability to communicate professionally, both orally and in writing.
- Skill in spelling, grammar, and proofreading.
- Skill and accuracy in data entry.
- Knowledge and skills in the use of computers and software applications, email, data entry, and report generation.
- Skill in recordkeeping and the ability to maintain paper and electronic files accurately and efficiently.
- Ability to telework from home or alternate work location in the event the office is inaccessible due to inclement weather or other emergency.

Preferred work experience and qualifications:

- Federal judiciary or bankruptcy legal experience.
- Legal or paralegal education.
- Knowledge of bankruptcy rules and procedures.
- Experience with docketing and case management.
- Knowledge of CM/ECF.
- Proficient in the use of Microsoft Word, Corel WordPerfect, Microsoft Office, OneNote, and Federal Court computer programs.

APPLICATION PROCEDURES

Email the following list of required application documents to hr@orb.uscourts.gov and reference **Vacancy #2018-01** in the subject line.

Documents must be submitted in a single PDF file in the following order:

(Important: Do not attach multiple documents and make sure your document is a single PDF file in the following order.)

1. Cover letter:

- Reference job vacancy number **#2018-01**
- Include an email address in your contact information

2. Chronological resume which includes:

- education
- work history
- names and addresses of employers
- dates of employment
- work performed
- significant accomplishments

3. Application for Judicial Branch Federal Employment (Form AO 78) available at:

www.uscourts.gov/forms/AO078.pdf

- All sections of the application must be completed. Description of Work sections must list pertinent information. Do not type “see resume.”
- After completing the form, please ensure the content you provided saved properly and the form is not blank when you submit with your application documents.

GENERAL INFORMATION

- Applicants must be a U.S. citizen or eligible to work in the United States.
- This is a sensitive position within the Judiciary. The selected candidate is hired provisionally, pending the results of an FBI fingerprint check and favorable employment suitability determination. Employees may be subject to periodic updates.
- Employees must adhere to the Code of Conduct of Judicial Employees which is available at: <http://www.uscourts.gov/RulesAndPolicies/CodesOfConduct.aspx>
- Excepted service appointments are AT WILL and can be terminated with or without cause by the court.
- This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.
- The best qualified will be contacted for interviews. Candidates for interviews may travel at their own expense or be interviewed via telephone and/or videoconference.
- Candidates not contacted for an interview should check the status of the position on court’s website by clicking on the employment link.
- Resumes or enclosures will not be returned.
- This announcement is posted on the court’s internet web site at www.orb.uscourts.gov

BENEFITS

The judiciary offers a number of exceptional benefits to its employees. As a judiciary employee, you may be eligible to participate in the following benefits programs. Information about federal judiciary employee benefits and compensation can be found on the United States Courts website career page:

<http://www.uscourts.gov/Careers.aspx>

Health Insurance

Long-Term Care Insurance

Flexible Spending Accounts

Dental and Vision Insurance

Life Insurance

Commuter Benefit Program

Paid Leave

Retirement Program*

Thrift Savings Plan (retirement savings plan)

*Employees appointed on or after January 1, 2014 contribute 4.4% of their base pay each paycheck to the Basic Benefit Plan.

The United States Bankruptcy Court for the District of Oregon is an Equal Opportunity Employer

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The U.S. Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct. This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative by sending an email to hr@orb.uscourts.gov. The decision on granting reasonable accommodations will be made on a case by case basis.