



United States Courts

District of Montana

Vacancy Announcement

03D:2023

Position Title :	Administrative Assistant to the Court Unit Executive
Duty Station:	Missoula, Montana
Starting Grade/Salary*:	CL 24 \$41,368 - \$67,231 CL 25 \$45,682 - \$74,271 CL 26 \$50,316 - \$81,771
Announcement Date:	April 11, 2023
Application Deadline:	Open until filled, applications received by April 30 th , will be given full consideration.
Anticipated Start Date:	Flexible

Not to Exceed (NTE) 3 Year appointment with an option to extend an additional year.

*Starting salary and grade will be determined based on experience and qualifications. Applicants selected from outside the judiciary generally start in the developmental range for a CL 24 (\$41,368 - \$51,282). This is a career ladder position, with grade increases to CL 25 and CL 26 possible without further competition. Qualified clerk's office staff currently employed by the Federal Judiciary are encouraged to apply for a transfer and may be eligible for compensation beyond that of the developmental range.

Representative Duties:

This position is located within the clerk's office of the consolidated District and Bankruptcy Court for the District of Montana. The position provides primary administrative support to the court unit executive and chief deputy and general administrative support to the overall court unit. Duties include but are not limited to: maintaining calendar and schedules for the unit executive, preparing and distributing meeting minutes, maintaining organized and up to date filing system for unit executive, coordinating conferences, meetings, and judicial ceremonies, disseminating communications to managers, supervisors and peers, arranging travel and preparing travel vouchers for the court unit executive, receive and screen telephone calls and visitors, and receive and route mail to appropriate persons.

Education and Experience Qualifications:

Minimum requirements: High school diploma or equivalent.

Desired skills: Successful applicants will have strong computer skills, including typing and data entry; experience using automated systems, especially document management and word processing programs; excellent customer service and communication (oral and written) skills; and familiarity with legal documents and knowledge of how cases move through the court system.

Preference will be given to applicants with previous work experience in the legal field, a law firm, or court.

Conditions of Employment:

As a condition of employment, the selected candidate must successfully complete a background investigation. Any position offer will be considered provisional until a full suitability determination can be made.

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. Employees of the United States Courts are considered “at will” employees and are not covered by the Office of Personnel Management’s civil service classification system or regulations. Court employees are required to adhere to the [Code of Conduct for Federal Judicial Employees](#). This position is subject to mandatory electronic funds transfer for payroll direct deposit.

Application Procedure:

Qualified applicants should submit electronically only the following materials in PDF format:

- A letter of application summarizing the applicant’s qualifications;
- A current resume detailing relevant experience, dates of employment and functions performed;
- A completed application for judicial branch employment, form AO-78. (Note: the last page of the AO-78 requires a conventional signature); and
- A list of at least three professional references, which can be incorporated into the resume.

Applications should be submitted via the Online Application Portal:

<https://opportunities.ilnb.uscourts.gov/employment/appform.cfm?ref=p4ezazbn&pos=03D:2023>

Please contact Susie Johnston if you require alternative application submission options at 406-542-7113 or email Susanne_Johnston@mtd.uscourts.gov

The Court will provide acknowledgement of received applications immediately via a message on the application portal when an application is submitted. Due to the expected volume of applications further communication will be limited to those applicants chosen for additional screening and/or interviews.

The United States Courts are an Equal Opportunity Employer.



TOTAL COMPENSATION STATEMENT

* SAMPLE FOR ILLUSTRATION PURPOSES ONLY *

POSITION: Administrative Assistant, Full-time
LOCATION: Missoula, MT
STARTING LEVEL: CL 24 Step 22
SALARY: \$50,420 per Annum

The Federal Judiciary provides a generous benefit package which, in addition to salary, is an important component of total compensation. This total compensation statement illustrates the value of the Federal Judiciary benefits. Please be advised that the information is tailored to this position as above, however some of the individual benefit values may vary based on your benefit choices.

EARNINGS \$50,420

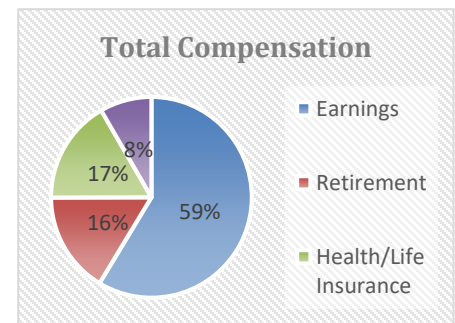
Retirement Benefits \$14,016.76

Health/Life Insurance

Paid Time Off \$7,175.15

TOTAL EMPLOYER CONTRIBUTIONS \$36,221.51

Employer contributions represent 41.81 % of total compensation



TOTAL COMPENSATION

\$86,641.51

EMPLOYER CONTRIBUTIONS

Retirement Benefits

- ❖ Retirement - Basic Benefit (FERS) 16.6 – 18.4% of basic pay for FY22, varies by type of FERS employee (FERS, FERS RAE or FERS FRAE)
- ❖ Thrift Savings Plan - Automatic Contribution 1% of Basic Pay for FERS employees
- ❖ Thrift Savings Plan - Employee Matching Up to an additional 4% of Basic Pay
Judiciary matches dollar for dollar for the first 3%, then 50 cents for every dollar contributed after that, up to 5%
- ❖ Social Security 6.2% of earnings up to SS Wage Base

Health /Life Insurance

- ❖ Health Insurance – FEHB Approximately 72% of FEHB Premium
- ❖ Life Insurance – FEGLI BASIC option \$.075 per every \$1,000 of insurance

Paid Time Off

- ❖ Sick Leave 4 hours per pay period = 104 hours per year
- ❖ Annual Leave service 4 – 8 hours per pay period based on length of
0 – 3 years = 104 hours/year
3 – 15 years = 160 hours/year
15+ years = 208 hours/year
- ❖ Paid Holidays 11 federal holidays

ADDITIONAL BENEFITS

- ❖ Dental Insurance, *premiums paid on a pre-tax basis*
- ❖ Vision Insurance, *premiums paid on a pre-tax basis*
- ❖ Flexible Spending Accounts, *contributions paid on a pre-tax basis*
- ❖ Paid Parental Leave, *12 weeks*
- ❖ Long-term Care Insurance
- ❖ Employee Recognition Program
- ❖ Professional Education and Training
- ❖ Benefit and Retirement counseling and training
- ❖ Onsite Gym Available in some Courthouses
- ❖ Employee Assistance Program (EAP)