



# United States Courts District of Montana

## Vacancy Announcement 09C:2016

<b>Position Title:</b>	Administrative Assistant
<b>Duty Station:</b>	Missoula, Montana
<b>Starting Salary:</b>	\$32,019 – \$43,965, CL23-24*
<b>Announcement Date:</b>	July 11, 2016
<b>Application Deadline:</b>	August 2, 2016

\*The individual chosen for this position may be eligible for promotion to a higher grade without competition.

The United States Courts for the District of Montana are accepting applications for the position of Administrative Assistant. The incumbent will be stationed in our Missoula office and will provide administrative support to the Clerk of Court. This position is full-time, Monday-Friday, 40 hours per week.

### **Representative Duties:**

- Receive, prioritize, and route all incoming materials from within the court to appropriate individuals in the office. Receive, screen, and route incoming and outgoing mail to appropriate persons or offices. Process mail requiring special handling and provide outside messenger service.
- Answer incoming phone calls, answer routine questions, and direct callers to the appropriate person or office.
- Draft, prepare, and distribute correspondence, general orders, notices and reports.
- Maintain organized and up to date filing system for the clerk. Convert existing administrative files to electronic format.
- Collect and file biweekly time and attendance reports. Follow up with supervisors as needed for missing reports.
- Organize, prepare, and submit various weekly and monthly reports to outside agencies as assigned.
- Assist the clerk in making logistical and other planning arrangements for meetings and events.
- Schedule appointments, arrange meetings, and maintain clerk's calendar.
- Arrange travel and lodging and prepare travel vouchers for the clerk.
- Perform simple research for the clerk as requested.
- Perform other administrative and secretarial duties to support the needs of the court as assigned.

### **Education and Experience Qualifications:**

**Minimum requirements:** To be considered for this position, applicants must have a high school diploma or equivalent, and two years of progressively responsible work experience in an office setting. Applicants must be proficient with Microsoft Word and Excel, and have strong oral and written communication skills.

**Desired skills:** The successful candidate will have demonstrated office management, customer service and communication skills. We are seeking a candidate who is self-directed, has above average time management skills, is motivated by public service, observes high professional standards, and is eager to play a role in fulfilling the mission of the United States Courts. Legal experience is helpful but not required.

### **Employment Requirements and Selection Process:**

Applicants must be citizens of the United States or be eligible to work in the United States. Employees are required to use Electronic Fund Transfer for payroll deposit. The Court requires that employees adhere to the *Judicial Code of Conduct*. (available by request) .

Candidates selected for interviews will be subject to reference checks of current and former employers, criminal, credit, and driving history checks. The individual chosen for the position will be hired provisionally pending successful completion of an FBI fingerprint check. Unsatisfactory results may result in termination of employment.

### **Information for Applicants:**

To be considered for this position, applicants must submit the following information:

- 1) Cover letter, summarizing your qualifications, skills, and abilities relevant to this position;
- 2) Current resume;
- 3) Names and contact information for three (3) professional references;
- 4) Form AO-78, Application for Judicial Branch Employment, available at [www.mtd.uscourts.gov/employment](http://www.mtd.uscourts.gov/employment)  
(Note: the last page of the AO-78 requires a conventional signature)

Applications will not be considered complete until all of the items listed above have been received; incomplete applications will not be considered. Applications must be received by **5:00pm, August 2, 2016**. Applications should be submitted in one of the following ways (no duplicate submissions, please):

**Email (preferred):** Subject line: USC Admin Asst (last name)  
Submit documents as PDF attachments ONLY to:  
[sharon\\_hardwick@mtd.uscourts.gov](mailto:sharon_hardwick@mtd.uscourts.gov)

**U.S. Mail:** Sharon Hardwick, Human Resources  
U.S. District Court  
901 Front Street, Suite 2100  
Helena, MT 59626

**Fax:** Include cover sheet (Attn: Human Resources) and number of pages  
406-441-1357

Applicants will receive an email confirmation within 10 days of receipt of their application. Applicants selected for interviews must travel at their own expense and relocation expenses are not authorized. The Court reserves the right to amend or withdraw this announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Clerk may elect to select a candidate from the original qualified applicant pool.

**Benefits:**

The United States Courts are part of the Judicial Branch of the U.S. Government. Employees of the U.S. Courts are considered “at will” employees, and are not covered by the Office of Personnel Management’s civil service classification system or regulations. Judiciary employees participate in the Federal Employees Retirement System (a mandatory 4.4% salary contribution) and Thrift Savings Plan (similar to a 401k), optional health, dental, vision, and life insurance benefits, annual and sick leave accrual, and ten paid holidays per year. Additional information regarding the U.S. Courts, the *Judicial Code of Conduct*, and federal benefits can be located at [www.uscourts.gov/careers](http://www.uscourts.gov/careers).

The United States Courts are an Equal Opportunity Employer.