



United States Courts

District of Montana

Vacancy Announcement

05D:2024

Position Title:	Executive Coordinator
Duty Station:	Missoula, Montana
Starting Grade/Salary*:	*CL 26 – CL 27 \$58,030 - \$94,338
Announcement Date:	December 6, 2024
Application Deadline:	Open until filled, applications received by December 27th will receive full consideration.
Anticipated Start Date:	January 27, 2025

*Starting salary and grade will be determined based on experience and qualifications. May be considered in the future for a career ladder promotion to CL28 without further competition.

Job Summary

The executive coordinator is located within the consolidated clerk's office serving the United States Courts for the District of Montana. This position provides a variety of administrative, technical, research and secretarial assistance to the district executive (clerk of court). The incumbent has exceptional problem-solving ability and can work effectively and efficiently with minimal guidance and direction. The executive coordinator will answer a variety of non-routine questions requiring research; will create, compile, and disburse monthly and annual statistics; coordinates calendars and scheduling; and assists with the planning of conferences, meetings, and special events. The incumbent will have superior organizational and customer service skills and perform their duties in accordance with established procedures, policies, and internal controls.

Representative Duties:

- Collect, review, audit, and analyze data and information, such as court operations and activities, budgetary and financial data, and other similar statistical data. Develop a variety of reports for the district executive based on historical and current data, including statistics on court operations, expense projections, and similar information. Prepare slides for executive presentations.
- Respond to requests for information and clarification from the district executive and department representatives. Research policy and review information for accurate responses.
- Coordinate/manage special initiatives relating to organizational structure, court operations, process improvements, budget, procurement, personnel, and property management.
- Develop and maintain logs, tracking forms, spreadsheets, and databases for the purpose of tracking statistics and ensuring compliance with policy; prepare statistical tables and reports at the request of the district executive. Generate standard reports from databases and computerized systems.
- Organize, maintain, update, and track paper and electronic filing systems for the district executive.
- Prepare correspondence, reports, letters, and documents. Maintain correspondence control records.
- Draft, prepare, and distribute meeting minutes in a timely manner by taking detailed, accurate notes.
- Prepare and proofread documents for the district executive's signature; proofread and edit materials

prepared by others for accuracy, grammar, and spelling.

- Schedule appointments, arrange meetings and travel, and maintain the district executive's calendar.
- Coordinate planning of district conferences, ceremonies, and other special events, including the annual district conference, and biennial judicial institute.

Education and Experience Qualifications:

Minimum requirements: High school diploma or equivalent

Preferred requirements: Bachelor's degree or equivalent office management experience.

Desired skills:

- Excellent customer service and communication skills. Experience in representing organizations at public functions.
- Skill in preparing memos, policies, financial, and statistical reports. Skill in researching, analyzing, and resolving administrative and operations inquiries. Ability to interact effectively (orally and in writing) to convey complex information and policies in a clear and concise manner.
- Experience using automated systems, especially document management, word processing, audio/visual presentation, and database programs.
- Ability to follow detailed instructions while effectively prioritizing tasks and managing multiple responsibilities.
- Knowledge of administrative principles, practices, and methods. Ability to identify and solve problems and/or suggest possible solutions to the district executive. Exceptional skill in coordinating, organizing, and managing all logistical aspect of meetings, conference, and events.
- Ability to apply the court's policies, procedures, practices, and guidelines related to office administration. Ability to discern and understand the needs of others in order to provide effective support.

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 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=05D:2024>

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: Executive Coordinator, Full-time

LOCATION: Missoula, MT

SALARY: \$70,000 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 **\$70,000.00**

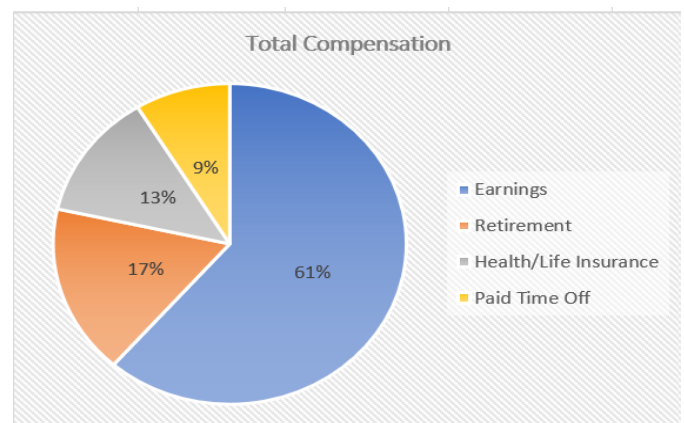
Retirement Benefits \$19,460.00

Health/Life Insurance \$15,067.78

Paid Time Off \$9,961.54

TOTAL EMPLOYER CONTRIBUTIONS \$44,489.32

Employer contributions represent 38.58 % of total compensation



TOTAL COMPENSATION

\$118,124.34

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
<i>Judiciary matches dollar for dollar for the first 3%, then 50 cents for every dollar contributed after that, up to 5%</i> |
| ❖ 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 | 4 – 8 hours per pay period based on length of service |
| | <i>0 – 3 years = 104 hours/year</i>
<i>3 – 15 years = 160 hours/year</i>
<i>15+ years = 208 hours/year</i> |
| ❖ 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)