



United States Courts District of Montana

Vacancy Announcement 01C:2021

Position Title:	Judicial Assistant to Senior Federal Judge
Duty Station:	Helena, Montana
Starting Grade/Salary*:	JSP 8 – 11* \$48,378 – \$84,049
Status:	Full time, permanent
Announcement Date:	February 5, 2021
Application Deadline:	February 19, 2021
Expected Starting Date:	Between March 22 - March 29, 2021

*Starting salary and grade will be based on education and experience.

The individual chosen for this position may be eligible for future promotion without competition.

Representative Duties and Responsibilities:

Judicial Assistant to Senior U.S. District Judge Charles Lovell.

- Receive, screen and refer telephone and in-person callers. Answer general inquiries from knowledge of judge's activities and office operations.
- Handle administrative matters in chambers.
- Take and transcribe dictation from judge.
- Type in final form the judge's material, including correspondence, memoranda, reports, legal documents, statistics and other items. Assemble and attach supplemental material, as required. Check citations quoted in items typed to assure accuracy.
- Screen incoming mail and handle routine matters. Route mail to appropriate destination. Review outgoing mail for accuracy.
- Relieve judge of routine details.
- Maintain judge's calendar; schedule, change and cancel appointments as directed. Arrange meetings and conferences for judge and support personnel. Maintain stock of supplies.
- Arrange travel itineraries for judge, including plane tickets, hotel, lodging, auto rental, and so forth.
- Perform errands and other functions as assigned by judge.

Qualification Requirements:

Minimum qualifications are a high school diploma plus 3 years of professional experience as an administrative assistant/secretary. Post high school education, a bachelor's degree, or a legal/paralegal education is preferred. Must be able to utilize spreadsheets, email, and Word. Knowledge of the federal court and experience working in CM/ECF is desired.

Desired Attributes:

Candidates must demonstrate a high level of professionalism, discretion, and integrity; have excellent vocabulary, grammar, writing ability and proofreading skills; exhibit strong organizational and record-keeping ability; and have excellent interpersonal skills. The chosen incumbent must be able to work independently, take directions well, and exercise good judgement without close supervision.

Employment Requirements and Selection Process:

Applicants must be citizens of the United States or be eligible to work in the United States. The incumbent chosen must provide their fingerprints for a background security check. Employees are required to use Electronic Fund Transfer for payroll deposit. The court requires that employees adhere to the [Code of Conduct for Judicial Employees](#), as well as local employee policies and procedures. 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.

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

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; and
(Note: the last page of the AO-78 requires a conventional signature)
5. Most recent SF50 (current or past federal employees only)

All application materials are to be emailed to: human_resources@mtd.uscourts.gov. Please note “Judicial Assistant Application (last name)” in the subject line. Application materials must be submitted in PDF format ONLY; no Word or WordPerfect documents, please. Documents from file housing services (e.g., Google Docs, DropBox, etc.) or websites will not be accepted. Incomplete applications will not be considered.

The Court will provide acknowledgement of received applications via email within ten days of receipt. Due to the expected volume of applications further communication will be limited to those applicants chosen for additional screening and/or interviews.

The Court reserves the right to modify the conditions of this vacancy announcement or to withdraw the announcement without prior written or other notice. Applications submitted for this position may be considered for similar vacancies that may occur within six months from the date the position is filled.

Benefits:

Employees of the United States District Court serve under an Excepted Appointment and are considered “at will” employees. Judiciary employees are eligible to participate in the federal health, dental, vision, and life insurance benefits, and receive 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.