



CAREER OPPORTUNITY

U.S. DISTRICT COURT, EASTERN DISTRICT OF MICHIGAN

JUDICIAL ASSISTANT TO THE HONORABLE ARTHUR J. TARNOW

The Theodore Levin
United States
Courthouse

231 W. Lafayette Blvd.
Detroit, MI 48226

www.mied.uscourts.gov

Vacancy Number:
19-04

Posting Date:
February 5, 2019

Closing Date:
February 28, 2019

Duty Station:
Detroit, MI

Classification Level:
JSP 10

Starting Salary :
\$ 60,975

JSP 10 Salary Range:
\$60,975-\$79,269

Promotion Potential:
JSP 11

JSP 11 Salary Range:
\$66,991—\$87,091

Number of Positions Available:
1

Position Open to:
All qualified candidates

The Mission of the Court:

The United States Courts are an independent, national judiciary providing fair and impartial justice within the jurisdiction conferred by the Constitution and Congress. As an equal branch of government, the federal judiciary preserves and enhances its core values as the courts meet changing national and local needs.

Chambers' role in the Mission of the Court:

We view our Chambers as a team, consisting of the Judge, Judicial Assistant, Case Manager, two Law Clerks, and any judicial interns who may be temporarily on duty. We work closely together as a cohesive unit, committed to a shared set of values centered on administering justice in a fair, impartial, and efficient manner. We view our mission as one of providing service to the public, the attorneys, the parties, the witnesses and the victims. Within Chambers, we work as colleagues toward this common goal in an atmosphere that encourages communication, dialogue, discussion, and mutual assistance. While the work is serious and consequential, we strive to imbue our daily working environment with a sense of good cheer and geniality.

The Judicial Assistant Position:

The position of judicial assistant to the Honorable Arthur J. Tarnow will become available in the United States District Court for the Eastern District of Michigan in Detroit, MI in April 2019.

Representative Duties and Responsibilities:

- 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.
- Transcribe dictation from judge.
- Type in final form the judge's and law clerks' 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 office supplies.
- Arrange business travel itineraries for judge, including plane tickets, hotel, lodging, auto rental, and so forth.
- Perform errands and other functions as assigned by judge.

Qualifications

Qualifications must be met at the time of application.

Required: High school graduate or equivalent. Applicants must have substantial experience as an executive assistant/secretary to a judicial officer, lawyer or other high level executive. Requires good organizational skills, attention to detail, strong motivation and an ability to handle the full range of administrative duties. Proficiency with Word or WordPerfect is required.



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Qualifications Continued:

Preferred: Experience as a judicial assistant to a federal district judge, ability to take shorthand and experience with Lotus Notes. Legal education is desirable.

PROCEDURES FOR APPLYING

To be assured consideration, please submit the following single-sided documents **ONLY**: a cover letter (include announcement number), resume and completed application (download from the Court website **and include entire professional work history, adding additional pages if necessary**) to “catherine_pickles@mied.uscourts.gov” by the closing date. E-mail submission is preferred. E-mailed documents must be in Word, WordPerfect or PDF format. Zip files and faxes will not be accepted.

Application materials that do not adhere to the Procedures for Applying may not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained. Separate application must be made to individual vacancy announcements.

Only those applicants selected for interview will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

Local Benefits*:

- Flexible/Alternate Work Schedules
- Modern, On-site Fitness Center
- Public Transit Subsidy Reimbursement Program
- On-site Federal Occupational Nurse
- Time Off with Pay for Approved Volunteer Activities

Close proximity to all downtown sporting venues, restaurants, theaters , museums and the Detroit River Walk

**when/where available*

National Benefits:

- Generous Paid Time Off Program
- Public Service Loan Forgiveness
- Defined Benefit Pension Plan
- Long-Term Care Insurance
- Commuter Benefit Program
- Work Life Services
- Ten Paid Holidays
- Group Health, Dental, Vision and Life Insurance
- Defined Contribution Plan (TSP) with Employer Match
- Health and Dependent Flexible Spending Accounts
- Employee Assistance Program
- Virtual Judiciary Online University

An Equal Opportunity Employer

All applicants must be a U.S. citizen or must be a lawful permanent resident (i.e., green card holder) and seeking U.S citizenship or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.

All appointments subject to FBI Fingerprint Background Check with periodic reinvestigation, if applicable.

Retention depends upon a favorable suitability determination.

All appointments also subject to mandatory electronic funds transfer.

All employees are required to adhere to the Code of Conduct for Judicial Employees (available for review upon request).

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.