

Judicial Assistant Vacancy
For Employment Commencing November 17, 2014

Introduction

The position is located in the Bankruptcy Court chambers, 11 Elmwood Avenue, Burlington, VT.

The incumbent performs administrative support and paralegal services for the judge.

Job Requirements and Representative Duties

Bachelor's degree and a minimum of 5 years experience is necessary, with at least 3 of the 5 years of experience in either the legal field or an executive assistant position. Additionally: Skill and ability to manage an executive office in a professional environment; ability to exercise mature judgment; exceptional skills in written and oral communications, including the writing, editing, and proofreading of documents for spelling, grammar, punctuation, style, abbreviations, and correct legal citation formats; excellent attention to detail and time management skills; ability to learn quickly; thorough knowledge of, and skill in using office equipment, computers, and computer applications (primarily word processing); familiarity with court rules, policies, and procedures; ability to maintain confidentiality and interact tactfully with a wide variety of persons; outstanding skill in administrative matters, file maintenance, record keeping, and preparation of CLE presentation materials.

Receive, screen, and refer telephone calls and personal visitors. Answer routine inquiries from many sources and provide assistance to the public as authorized, maintaining the confidentiality of sensitive matters. Receive, screen, and route mail to appropriate persons or offices. Receive, prioritize, and route all incoming administrative and case-related materials from within the court to appropriate individuals in the office. Maintain the judge's calendar and contacts. Arrange her meetings, attendance at seminars, and other events, including notification to participants and logistical coordination. Make travel arrangements. Prepare and file travel payment vouchers.

Prepare executive correspondence, legal documents, and other materials, from verbal instruction, rough copy, or own notes, for the judge's review and signature. Edit materials prepared by others for the judge's signature for accuracy, proper grammar, and spelling. Maintain paper and electronic filing systems, update and maintain library materials in chambers. Assist judge with preparation, collation and distribution of seminar materials.

Coordinate general activities in the immediate office, including arranging for equipment maintenance and ordering supplies. Serve as liaison to the Clerk's Office for chambers' physical needs (heating, cooling, lighting, cleaning). Prepare, verify with judge, and electronically file periodic reports required by the Circuit Court of Appeals and the Administrative Office of U.S. Courts. Act as secretary for meetings, attending to needs of participants, preparing materials, keeping notes of proceedings, and writing and distributing minutes.

Salary Range:

Incumbent is eligible for JSP grade 8 - 11 and a starting salary in the range of \$43,389 to \$57,982, depending on experience, qualifications and skill level.

Miscellaneous:

Employment is contingent upon completion of a background investigation.

Employees are required to adhere to the Code of Conduct for Judges which is available to applicants to review upon request.

Employees of the United States Bankruptcy Court are “Excepted Service Appointments”. Excepted service appointments are at will and can be terminated with or without cause by the court.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

Application Process:

Applicants should send a resume, contact information for 3 references, and a cover letter to:

Hon. Colleen A. Brown
U.S. Bankruptcy Court
P.O. Box 274
Burlington, VT 05402-0274

Interviews will begin on or about October 20, 2014. Applications will be accepted until the position is filled.

The U.S. Bankruptcy Court for the District of Vermont is an equal opportunity employer.