



# UNITED STATES DISTRICT COURT District of New Mexico

Honorable William P. Johnson, Chief Judge  
Mitchell R. Elfers, Clerk of Court

## Office of the Clerk

333 Lomas Blvd. NW, Suite 270, Albuquerque, NM 87102

Telephone: 505-348-2000

## NOTICE OF JOB OPPORTUNITY

Vacancy Announcement #: 19-ABQ/EX-2

**ANNOUNCEMENT DATE:** May 17, 2019

**CLOSING DATE:** May 31, 2019 or Until Filled  
*Preference given to applications received by May 31*

**POSITION:** Executive Assistant to the Clerk of Court

**STARTING LEVEL/SALARY:** CL 25/Step 1 to CL 26/Step 61 \*  
\$40,744 to \$73,974 Annual (*Depending on Qualifications*)

**LOCATION:** Albuquerque, New Mexico

### POSITION OVERVIEW

The U.S. District Court, District of New Mexico is seeking an Executive Assistant to the Clerk of Court. This position is located in the Clerk's Office in Albuquerque. The incumbent is often the initial point of contact for the Clerk and the Clerk's Office and handles a wide variety of interactions involving diverse audiences, issues, and subject areas. In addition, the incumbent provides direct administrative support services for the Clerk and the Executive Section of the Clerk's Office.

### REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- ◆ Serve directly as the Executive Assistant to the Clerk of Court in all operational areas involved with the executive management of a Clerk's Office.
- ◆ Receive, screen and refer telephone calls and visitors. Answer routine inquiries and handle complaints, providing assistance to the public as authorized and maintaining confidentiality of sensitive matters.
- ◆ Coordinate general activities of the Clerk of Court's office, including arranging equipment maintenance, ordering supplies, and contacting the appropriate individual(s) necessary to maintain the physical needs of the office; developing standard office procedures; and assisting and training other staff members in such procedures.
- ◆ Maintain the Clerk's professional and personal calendars. Complete the Clerk's travel

arrangements and prepare travel vouchers for reimbursement.

- ◆ Provide clerical and administrative assistance to the Clerk of Court by preparing executive correspondence, legal orders, memoranda and other materials for the Clerk's review and signature.
- ◆ Provide occasional research and analytical support by gathering, reviewing and analyzing data from a variety of resources and preparing reports as needed by the Clerk.
- ◆ Provide logistical coordination for meetings, conferences and other events (e.g., employee length of service awards, new judge investitures, etc.).
- ◆ Develop, keep and maintain integrity of all electronic files associated with the Clerk of Court's office administration, including maintaining certain reference materials, general orders and local rules.
- ◆ Perform other special projects and duties as assigned.

### **MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS**

To qualify for a CL 26, incumbent must have one year of specialized experience equivalent to work at a CL-25.

#### **Specialized Experience**

Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law offices, banking firms, educational institutions, etc.

#### **EDUCATIONAL SUBSTITUTIONS**

Education may not be substituted for specialized experience because administrative court support positions require hands-on experience to be credited as specialized experience.

### **COURT PREFERRED EXPERIENCE/QUALIFICATIONS**

Education above the high school level from an accredited institution may be considered and is preferred. Strong office management skills and court or legal experience preferred. Knowledge of electronic case management software (CM/ECF) preferred. Demonstrated ability in conducting policy related research.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

#### **OFFICE ADMINISTRATION**

- ◆ Necessary skills and abilities to manage an executive office in a professional, organized manner while exercising complete discretion in the handling of confidential and sensitive matters.

- ◆ Excellent problem-solving skills. Skill in recognizing, research and analysis of analyzing administrative issues and recommending alternatives and solutions.
- ◆ Skill in assisting with planning, organizing, and handling logistical arrangements for meetings, conferences and events.
- ◆ Strong organizational and people skills. Excellent customer service skills.

## **COURT OPERATIONS**

- ◆ Ability to interpret and apply relevant court policies, procedures, practices, and guidelines related to office administration.
- ◆ Ability to learn office department and division organizational roles and responsibilities.
- ◆ Skill in research and analysis of operational issues.

## **WRITTEN AND ORAL COMMUNICATION**

- ◆ Ability to communicate clearly and concisely with judges, counsel, and others.
- ◆ The individual must possess 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.

## **JUDGMENT AND ETHICS**

- ◆ Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment. The successful candidate should be mature, responsible and poised; possess initiative, good judgment, and tact; be positive, friendly, team-oriented and able to work harmoniously with others.

## **INFORMATION TECHNOLOGY AND AUTOMATION**

- ◆ Knowledge of the use of personal computers and associated software (e.g., Windows, Word, Acrobat), requisite court computer programs and case management systems to perform duties of the position.
- ◆ Skill in using standard office equipment (telephones, copiers, fax machines, scanners, etc.).

## **CONDITIONS OF EMPLOYMENT**

- ◆ Employees must be United States Citizens or eligible to work in the United States.
- ◆ Employees of the United States District 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 adhere to a Code of Ethics and Conduct.
- ◆ Selectees are subject to an FBI fingerprint check or investigation and may be subject to periodic updates. An individual may be hired provisionally pending successful completion of the necessary records checks.
- ◆ The court provides reasonable accommodations to applicants with disabilities.
- ◆ This position is subject to EFT (direct deposit of salary earnings).

## **BENEFITS**

A generous benefits package is available to full-time excepted employees, including

- ◆ A minimum of 10 paid holidays
- ◆ Paid annual leave in the amount of 13 – 26 days per year, depending on length of service
- ◆ Paid sick leave in the amount of 13 days per year
- ◆ Optional participation in Federal Employees Health Benefits plans, including dental and vision insurance; Federal Employees Group Life Insurance; Flexible Benefits Program; Long-Term Care Insurance
- ◆ Retirement benefits (FERS)
- ◆ Thrift Savings Plan (TSP)
- ◆ Credit for prior government service

## **APPLICATION INFORMATION**

Qualified applicants must submit a **cover letter, résumé with three references** and an **AO-78 \*** (*Federal Judicial Branch Application for Employment*) by email to [usdcjobs@nmd.uscourts.gov](mailto:usdcjobs@nmd.uscourts.gov).

\*The AO-78 can be downloaded at <https://www.nmd.uscourts.gov/employment>.

PLEASE INCLUDE “EXECUTIVE ASSISTANT” IN THE SUBJECT LINE

Applications **must** be submitted in ONE PDF document.

Applications must be received by the deadline. Illegible or incomplete applications may result in loss of consideration for the position. Zip files will not be accepted. Documents that cannot be downloaded by the court cannot be considered.

*Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted and must travel at their own expense. The U.S. District Court reserves the right to amend or withdraw any 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 court may select a candidate from the original qualified applicant pool.*

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**