



# 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 #: 22-ABQ/JSP-2

<b>ANNOUNCEMENT DATE:</b>	<b>February 2, 2022</b>
<b>CLOSING DATE:</b>	<b>Until filled</b>
<b>POSITION:</b>	<b>Judicial Assistant, Part-time 20 hours/week</b>
<b>STARTING LEVEL/SALARY:</b>	<b>JSP 7/1 to 11/1 \$22,551 to \$33,375 Annual Depending on Qualifications</b>
<b>LOCATION:</b>	<b>Albuquerque, New Mexico</b>

### POSITION OVERVIEW

This position is located in the Albuquerque chambers of the Honorable James O. Browning, United States District Judge. Successful candidate must comply with the requirements of the Judicial Conference of the United States Courts and the *Guide to Judiciary Policy*.

*This is a Part-time position (20 hours per week, 40 hours per pay period).*

### DUTIES AND RESPONSIBILITIES

- ◆ Receive, screen and refer telephone calls and visitors.
- ◆ Maintain the Judge's professional and personal calendars.
- ◆ Complete the Judge's travel arrangements and preparing travel vouchers for reimbursement.
- ◆ Prepare judicial correspondence, legal documents, and other records from rough copy, or own notes, for the Judge's review and signature.
- ◆ Perform clerical functions related to the Case Management/Electronic Case Filing (CM/ECF) system.
- ◆ Receive, screen, and route mail.

- ◆ Coordinate general activities of the Judge's office, including arranging equipment maintenance, ordering supplies, and contacting the appropriate individuals(s) necessary to maintain the physical needs of the office; maintaining a comprehensive filing system; developing standard office procedures; and assisting and training other Judge's staff members in such procedures.
- ◆ Other duties as required by the Judge.

### **REQUIRED EXPERIENCE/QUALIFICATIONS**

To qualify for a JSP 7, must be a high school graduate or equivalent and possess a minimum of two years general experience and two years specialized experience.

- ◆ Two years of specialized experience in the legal profession is preferred.
- ◆ Education above the high school level from an accredited institution is preferred.
- ◆ Familiarity with federal rules and procedures is helpful, but not mandatory.

### **GENERAL EXPERIENCE**

Progressively responsible clerical or secretarial experience which provided a good knowledge of office clerical practices such as filing, telephone usage and typing.

### **SPECIALIZED EXPERIENCE**

Progressively responsible secretarial experience which involved responsibility as the principal office assistant to a supervisor who was dealing with law-related matters (such as those that might be found in a law, insurance or real estate office).

### **EXPERIENCE SUBSTITUTIONS**

Education in a college, university or secretarial school of recognized standing may be substituted for a maximum of one year of general experience on the basis of 30 semester (45 quarter) hours equal nine months of experience.

A bachelor's degree from a college or university of recognized standing may be substituted for two years of general experience. Preferably, such degree should have included courses in law, government, public or business administration or related fields.

Education in a legal or paralegal curriculum may be substituted for a maximum of two years of specialized experience on the basis of one full academic year (30 semester or 45 quarter hours) equals one year of experience. Less than one full year of study will be credited on a pro-rata basis.

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

- ◆ Necessary skills and abilities to meet the administrative needs of the Judge's office in a professional, organized manner while exercising complete discretion in the handling of

confidential and sensitive matters. Strong organizational and people skills.

- ◆ Successful candidate must be mature, responsible and poised; possess tact, good judgment, and initiative; and have the ability to work harmoniously with others.
- ◆ Ability to communicate effectively (orally and in writing) with judges, counsel, and others, using correct spelling, grammar, punctuation, style, and abbreviations.
- ◆ Skill in the use of personal computers and associated software (e.g., Microsoft Word, Outlook) to perform duties of the position. Knowledge of electronic case management software.

### **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.
- ◆ Travel expenses for an interview will not be reimbursed.
- ◆ 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, including

- ◆ A minimum of 11 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
- ◆ Paid parental leave (up to 12 weeks)
- ◆ 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 with three professional references, current résumé and an AO78** (*Federal Judicial Branch Application for Employment*) by email to [usdcjobs@nmd.uscourts.gov](mailto:usdcjobs@nmd.uscourts.gov).

PLEASE INCLUDE "JUDICIAL ASSISTANT – HONORABLE JAMES O. BROWNING"  
IN THE SUBJECT LINE

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

**Applications must be submitted as ONE PDF attachment.**

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**