

## CAREER OPPORTUNITY



### UNITED STATES DISTRICT COURT DISTRICT OF CONNECTICUT VACANCY ANNOUNCEMENT - USDC-CT 14-11

**POSITION:** Judicial Sight Assistant  
**SALARY RANGE:** JSP 7(\$43,180)\*DOE  
**DUTY STATION:** Hartford

**OPENING DATE:** October 30, 2014  
**CLOSING DATE:** Open until filled, with preference given to those submitted by November 12, 2014

The United States District Court of the District of Connecticut is currently accepting applications for a full time Judicial Sight Assistant for the Honorable Vanessa L. Bryant. The Judicial Sight Assistant will assist Judge Bryant in the performance of essential duties. The representative duties include, but are not limited to, the following:

#### **Representative Duties:**

- Convert documents to OCR text searchable PDF format for the judicial officer to read. Documents include pleadings, exhibits, voluminous trial transcripts, court records, and material from Westlaw and Lexis, reporters, codes, treatises, manuals, handbooks and other sources.
- Read aloud to the judicial officer from memoranda, general correspondence, briefs and other legal materials in connection with preparation for court arguments and opinion writing.
- Prepare materials for review by the judicial officer by enlarging or summarizing.
- Proofread documents for accuracy, including citation to the record and legal authorities, grammar, spelling, and formatting.
- Make judicial officer's revisions on orders and other court documents.
- Assist with any handwritten proofreading marks on hard copy by others, including entering the changes or reading them to the judicial officer.
- Assist the judicial officer in preparing materials for meetings, conferences, and court proceedings.
- Assist with sight-necessary aspects of computer software usage, including judicial calendaring system, docket management software, and Lotus Notes.
- Retrieve, read and discuss with the judicial officer case management reports from CM-ECF.
- Read and discuss mail.
- Transcribe and write notes on memos, correspondence, or judicial officer's drafts to other court employees or judicial officers as requested.
- Assist with official court duties, including making travel arrangements and completing required reporting forms such as payment vouchers, in accordance with existing policies and regulations.
- Maintain judicial officer's bench notebooks and keep library current.
- Assist with other functions, such as sending faxes or making copies, locating supplies, and maintaining chambers files.
- Attend meetings and other official court-related functions with the judicial officer.

- Act as liaison for the judicial officer with other court personnel.
- Other duties as assigned.

These duties are subject to change with the judicial officer's visual acuity.

#### **Qualifications:**

- Bachelor of Arts in Humanities, Prelaw, Criminal Justice or comparable major, or a paralegal certificate from an accredited program.
- Excellent understanding of legal terminology and the ability to comprehend a wide range of legal concepts, principles and practices.
- Excellent reading, writing, and comprehension skills.
- Skill in using standard office technology and basic IT-based legal research.
- Skill in summarizing legal and non-legal material.
- Ability to maintain confidentiality and to interact with a wide variety of people.
- A positive attitude, a strong work ethic, and the ability to work proficiently under pressure.

**How to Apply:** Submit resume with cover letter, salary history and proof of any certifications by email only to: Human Resources Department @ Email: [HR\\_department@ctd.uscourts.gov](mailto:HR_department@ctd.uscourts.gov)

Applicants must also submit a narrative statement addressing the following:

1. Why are you interested in the Judicial Sight Assistant position?
2. What experience do you believe qualifies you for this position?

The court will not reimburse candidates for interview travel or relocation expenses. Due to the volume of applications, only applicants selected for an interview will be notified. **No phone calls please.**

#### **Benefits:**

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Credit, time in-service, for prior government service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

#### **Conditions of Employment:**

- Applicants must be U.S. citizens or eligible to work in the United States.
- Successful candidate will undergo a full fingerprint and background records check. Any applicant selected for a position will be hired provisionally pending successful completion of the background investigation.
- Mandatory electronic direct deposit of salary payment.
- Employees are required to adhere to the Code of Conduct for Judicial Employees [available to applicants to view at the court website: [www.ctd.uscourts.gov](http://www.ctd.uscourts.gov)].
- Employees of the U.S. District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated with or without cause by the court.

***The United States District Court is an Equal Opportunity Employer.***