

CAREER OPPORTUNITY



UNITED STATES DISTRICT COURT DISTRICT OF CONNECTICUT VACANCY ANNOUNCEMENT - USDC-CT 22-17

POSITION: Judicial Assistant to Chief Judge
SALARY RANGE: JSP 9 – 11 (\$61,320 - \$96,444) *DOE
DUTY STATION: Hartford, CT

OPENING DATE: August 8, 2022
CLOSING DATE: Open until filled.
Preference given to those applications
received by August 31, 2022

The United States District Court for the District of Connecticut is accepting applications for the full-time position of Judicial Assistant (JA) to U.S. District Judge Michael P. Shea, who will assume the role of Chief Judge on November 1, 2022. This is a highly visible position responsible for providing a broad range of skilled and confidential administrative support to the Chief Judge. In addition to working closely with the Chief Judge, the JA interacts with a variety of other individuals and groups, including court staff, federal judges, the Clerk of the Court, the Second Circuit Judicial Council, the Administrative Office of the U.S. Courts, the U.S. Probation Office, the U.S. Attorney's Office, General Services Administration, and other government agencies. The ideal candidate will display initiative, sound judgment, professionalism, follow-through, the ability to multi-task and readily adapt to fast-changing priorities, solid organizational skills, a strong work ethic, and excellent writing and interpersonal skills. The position is available beginning November 1, 2022.

Representative Duties:

- Manage and compile recurring court-wide reports (e.g., Governance and Educational Travel Report), some of which may entail researching and analyzing data from various sources and consulting the Guide to Judiciary Policy.
- Assist the Chief Judge in organizing and preparing for presentations, court ceremonies, and meetings, which may include collecting and compiling data and information, drafting speeches, assembling materials, procuring IT support, and taking care of various arrangements and details such as invitations, parking, and refreshments.
- Respond to inquiries on a wide variety of subjects related to court administration.
- Prepare draft Judges' meeting agendas and assemble materials for agenda items.
- Arrange and manage the Chief Judge's schedule, continuously updating and coordinating with the Chief Judge and other judicial officers.
- Coordinate and schedule meetings for the Chief Judge and assist the Chief Judge in his involvement with various judicial committees and events.
- Prepare travel vouchers for reimbursement.
- Other duties as assigned.

Qualifications:

Bachelor's degree required; Master's degree or JD preferred. Proficiency in the use of computer applications, e.g., Word, Adobe Acrobat, and Excel. Polished oral and written communication skills, and professional demeanor and the ability to work well with others. Candidate should have ability to follow and accurately carry out complex instructions, as well as an exceptional ability to plan, organize, prioritize, and successfully manage multiple assignments and responsibilities in a fast-paced environment. Ability to handle logistical arrangements associated with meetings and travel. Knowledge of court operations and functions, and the ability to maintain confidentiality, exercise discretion, and consistently demonstrate sound ethics and judgment.

How to Apply:

To be considered for this position, go to:

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=mf6sdx2k&pos=22-17>

Please attach in PDF format your cover letter, resume, brief writing sample on a topic of your choice, three professional references, and the Judicial Branch Federal Employment Application (AO 78).

Applications for Judicial Branch Federal Employment (AO 78) may be obtained at:

<https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>

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].
- 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.
- Candidates for employment will be required to follow the COVID-19 vaccination policy for the District of Connecticut.

The District of Connecticut is an equal opportunity employer and values diversity and inclusion.