

UNITED STATES COURT OF APPEALS
FOR THE SIXTH CIRCUIT



Vacancy Announcement No. 16-10

Position: **Administrative Manager to a Federal Circuit Judge**

Location: Memphis, TN

Salary: \$48,968 to \$70,103 (JSP 11) *Salary commensurate with qualifications in accordance with U.S. Court Guidelines*

Tour of Duty: Full-Time

Opening Date: December 5, 2016

Closing Date: The position will remain open until filled. **To ensure consideration, applications must be received by the close of business on December 9, 2016**

The United States Court of Appeals for the Sixth Circuit has an opening for the position of **Administrative Manager to a Federal Circuit Judge**.

Position Description

The Judicial Assistant/Administrative Manager provides administrative and secretarial support to a federal circuit judge and is responsible for the day-to-day operations management of the judge's chambers. Working under the direction of the Judge, the principal duties and responsibilities of the position are highlighted below:

- Maintaining and coordinating the judge's calendar, including chambers internal matters, court sittings, professional activities, personal scheduling, and arranging meetings and conferences for the judge and chambers personnel;
- Coordinating all aspects of the judge's travel, including making logistical arrangements, preparing claims for reimbursement, and preparing any accounting or other reports regarding travel;
- Managing the flow of information coming into and going from chambers, including receiving and reviewing, handling, or appropriately referring incoming and outgoing correspondence, electronic and paper;
- Acting as the chambers receptionist;
- Transcribing dictation from judge;
- Locating, scanning, copying, filing, and certifying documents, in both electronic and paper formats;
- Performing functions in the Court's Case Management and Filing System, including maintaining, updating, and tracking filed documents;
- Managing chamber's internal case management system, including coordination with law clerks on chambers case load and communicating with other chambers regarding case-related issues;
- Preparing and editing legal documents for all chambers staff, including proof reading, cite checking, and some legal research;
- Preparing and editing speeches and presentations related to the judge's public appearances;
- Gathering and maintaining statistical data for and preparing all necessary reports;
- Providing guidance and assistance to law clerks;
- Maintaining office supplies and equipment; and handling routine office matters.

Duty Station and Travel

The position is located in Memphis, Tennessee. However, the judge sits in Cincinnati, Ohio seven times yearly, for one week at a time. **The incumbent will be required to travel with the judge.** Additionally some overnight travel for training may be required.

Qualifications

Required:

- A minimum of six years of progressively responsible secretarial/administrative management experience, including responsibility to a supervisor dealing with law-related matters. Education may be substituted for some experience.
- Comprehensive knowledge and understanding of office clerical practices, such as filing, telephone usage, and typing.
- Excellent communication and interpersonal skills, both oral and written.
- Advanced computer and typing skills, including proficiency in Windows environment and advanced facility in the use of Word and the Microsoft Office Suite.
- Exceptional administrative and organizational skills.
- Accuracy and attention to detail in grammar, spelling, editing, and proofreading.
- Consummate professionalism, discretion, and integrity. Ability to maintain strict confidentiality of all office and judicial matters.
- Initiative and ability to work independently and as a part of the chambers team as circumstances require.
- Ability to manage multiple priorities with conflicting deadlines, as well as ongoing and ad hoc tasks, in a timely fashion.
- Adaptability to evolving needs and priorities.
- Skill and accuracy in transcribing dictation and data entry.
- Positive attitude and proactive approach to identifying opportunities for improvement and addressing those opportunities appropriately.

Preferred:

- Familiarity with federal court procedures.
- Familiarity with a legal or court environment.
- Familiarity with Lotus Notes, and the federal courts' Case Management/Electronic Case Files (CM/ECF).
- Federal court, appellate court, paralegal, and/or legal secretarial experience is a plus.

Application Procedure

An application package consisting of a resume should be sent to: Human Resources Manager, United States Court of Appeals for the Sixth Circuit, Room 503, 100 East Fifth Street, Cincinnati, Ohio 45202 or emailed to ca06-humanresources@ca6.uscourts.gov. Applications must be received by the Human Resources Office on or before December 9, 2016. The Court will only communicate with those applicants selected for an interview. Interview expenses will not be compensated, and the court does not reimburse travel expenses.

Conditions of Employment

Applicant must be a United States citizen or eligible to work in the United States. Appointment to position is provisional pending suitability determination by the court based on results of fingerprint and background check. Employees are required to use Electronic Fund Transfer for payroll deposit.

Salary/Benefits

Salary is commensurate with federal judiciary guidelines. Email requests for information to ca06-humanresources@ca6.uscourts.gov. For information about benefits with the federal judiciary, visit www.uscourts.gov/careers.aspx.

THE SIXTH CIRCUIT COURT OF APPEALS IS AN EQUAL OPPORTUNITY EMPLOYER