

United States District Court
Western District of Texas
Job# 16-05

Position: Judicial Assistant to U. S. Magistrate Judge
Closing Date: Wednesday, November 25, 2015 – Applications must be received by this date
Classification Level/Salary: Up to JSP 11/1 ~ up to \$58,562
(Salary commensurate with experience / Federal employees will be considered for a salary match)
Location: El Paso, Texas

The U. S. District Court in El Paso, Texas is currently accepting applications for the position of Judicial Assistant to a United States Magistrate Judge.

The Judicial Assistant provides administrative and case-related support to the judge and is responsible for the day-to-day operational management of the judge's chambers. The judicial assistant plays an important role in exemplifying and helping to foster a positive approach of professionalism, teamwork, mutual respect, and dedication to public service. The Judicial Assistant's duties include, but are not limited to:

- Managing chambers' case management system;
- Maintaining the judge's personal and court calendar;
- Working with a wide range of staff throughout the courthouse to help fulfill chambers' duties and needs;
- Preparing and editing legal documents;
- Gathering and maintaining statistical data for reports;
- Providing research assistance to the judge and general assistance to law clerks;
- Arranging meetings and conferences for the judge;
- Arranging and maintaining the judge's travel itineraries;
- Receiving and reviewing correspondence;
- Locating, scanning, copying, filing, and certifying documents;
- Maintaining, updating, purging files, and tracking filed documents;
- Maintaining office supplies and equipment;
- Handling routine office matters; and
- All other duties as assigned.

Minimum requirements for the position include:

- Four years of recent, legal secretarial experience;
- Exceptional interpersonal skills and discernment for precise work with professionals on deadlines in a close and collaborative environment;
- Excellent verbal and written communications skills;
- The ability to work independently with minimum supervision; anticipate needs and problems; and to learn, adapt, or develop, as needed;
- The ability to simultaneously manage multiple projects;
- Exceptional organizational skills and attention to detail in a deadline driven environment;
- Experience using the internet and a variety of software (Word, Excel, Adobe Acrobat), and excellent computer and research skills (including Westlaw);
- The ability to exercise tact, good judgment, and initiative;
- The ability to maintain strict confidence of all office and judicial matters; and
- The availability for overtime and overnight travel as needed.

Starting salary range for this position is up to \$58,562 annually, depending on qualifications. Position carries full Federal benefits package. Qualified applicants may apply by e-mailing a cover letter (include job title/number listed above), detailed resume, salary history, salary requirements, e-mail address, and a daytime telephone number. In addition, the candidate must provide the name and contact information for three references, two of which must be from a federal, state, or local government agency (e.g., a prosecutor's office, a public defender office, a probation or pretrial services office) with whom the applicant has had recent, recurring interactions. The packet should be submitted as a single .pdf document to: TXWRecruitment@txwd.uscourts.gov Incomplete submissions may not be considered.

The Court is not authorized to reimburse travel expenses for interviews or relocation. This position is subject to mandatory electronic direct deposit of salary payments. Please note that final candidates will undergo a background and credit check.