

Secretary/Judicial Assistant to a U.S. Magistrate Judge

Career Opportunity #16-NV-02

Opens: March 2, 2016

Closes: March 11, 2016

The U.S. District Court for the District of Nevada, has an opening for a Secretary/Judicial Assistant to a U.S. Magistrate Judge. This is a full-time permanent position with benefits including annual and sick leave, health and life insurance, employee-paid disability insurance, long-term care insurance, dental, and eye care insurance, pretax Flexible Spending Accounts, and retirement. This position is located at the Reno Courthouse with an approximate start date of September 2016.

Secretary/Judicial Assistant to a U.S. Magistrate Judge - Salary \$48,968 to \$77,019 (JSP 9-11), depending on experience.

Duties: Perform secretarial and administrative responsibilities using legal terminology, procedures, and documents. Assist the judge in the daily activities of the office, performing legal secretarial, office management and miscellaneous duties.

Representative duties include use of a word processor to prepare documents and correspondence from dictation or notes; track and monitor calendars, filings, hearings, deadlines and caseload; review daily filing activity; file orders, notices and opinions in the court's electronic filing system; respond to basic questions related to status and scheduling of cases; conduct nonlegal research using source material or the internet; compose and prepare routine correspondence, procedural orders and documents; screen cases for potential conflict; maintain a recusal list; maintain law library; maintain storage and filing systems; make travel arrangements and prepare travel vouchers.

Qualifications: The successful candidate will have at least 2 years of general clerical or secretarial experience that provided a good knowledge of office clerical practices **AND** 4 to 6 years of specialized experience that involved responsibility as the principal office assistant to a supervisor who dealt with law-related matters. **Must possess excellent computer skills and have the ability to transcribe recorded dictation.**

To Apply: Submit a detailed resume and cover letter postmarked no later than **Friday, March 11, 2016** to:

Chambers of William G. Cobb
U.S. District Court
400 S. Virginia Street, Suite 405
Reno, NV 89501

The U.S. District Court is an Equal Employment Opportunity employer. Employees of the Court are excepted service appointments and considered at-will with no coverage by federal civil service classifications or regulations and can be terminated with or without cause. All judiciary employees are required to adhere to the Judicial Code of Conduct. Applicants must be U.S. citizens or eligible to work in the United States. New employees are subject to a background check including fingerprinting and employment will be considered provisional until the background check is completed. This position requires mandatory electronic fund transfer for payment of net pay. Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without other notice.