

UNITED STATES DISTRICT COURT FOR THE DISTRICT OF NEVADA



VACANCY ANNOUNCEMENT

Position: Career Opportunity #14-NV-06
Administrative Assistant to the District Court Executive
Permanent, Full-Time Position with benefits

Salary: CL 25 (\$38,334 to \$62,307) depending upon qualifications
and experience

Opens: March 7, 2014
Closes: March 21, 2014

Location: Las Vegas, Nevada

Position Overview:

The District Court Executive for the U.S. District Court for the District of Nevada is seeking a highly organized, extremely professional, technically proficient Administrative Assistant. The duties of this position are many and varied and include maintaining all administrative files of the Court; preparing, proof reading, and distributing correspondence; serving as the receptionist; coordinate the Executives' calendar and travel; opening and processing mail; preparing and distribution agendas and minutes from committee meetings, coordinating court tours and other special events; tracking expenditures from the Attorney Admissions Fund; and other duties as assigned.

Qualifications:

Must be a high school graduate or equivalent and have a minimum of two years of specialized experience as an administrative assistant. Preference will be given to candidates with a college degree and a proven track record of excellence and professionalism in a fast paced office environment. The ideal candidate will also be familiar with the operations of federal courts, be highly skilled and versed in various automation programs, be highly organized, possess excellent verbal and written communication skills, and have a very positive attitude. Accurate typing skills are required.

To Apply:

Please submit a detailed resume and cover letter postmarked no later than Friday, March 21, 2014 to:

United States District Court
333 Las Vegas Blvd. South, Room 1334
Las Vegas, NV 89101
Attn: Human Resources

The U.S. District Court for the District of Nevada is an Equal 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 complete. 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.