



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

MAGISTRATE JUDGE SUPPORT CLERK

ANNOUNCEMENT NUMBER 17-WAW-24

ANNOUNCEMENT DATE May 19, 2017

CLOSING DATE June 11, 2017

If you seek an exciting and fast-paced environment and enjoy detail oriented work, this is your opportunity to join a dedicated team of professionals devoted to making a difference in our federal court system. This position is perfect for an individual who thrives managing many important duties while being able to reprioritize tasks accordingly.

The Magistrate Judge Support Clerk is part of a self-directed team. The team is responsible for recruiting, training, and performance management. This requires the successful candidate to display responsibility, flexibility, and a desire to work collaboratively within the team and the Clerk's Office as a whole.

This position is located in the office of the Clerk of Court at the federal courthouse in Seattle, Washington. Travel to Bellingham, Washington to cover court at least once per month is required.

REPRESENTATIVE DUTIES

- Orchestrating monthly misdemeanor court calendar in Bellingham including courtroom preparation and management by setting up the courtroom, assuring the presence of all necessary participants, monitoring the orderly flow of proceedings, taking notes of proceedings and rulings, and preparing and posting minute entries and orders.
- Serves as liaison with chambers, keeping communication open between chambers and other agencies regarding all matters before the Magistrate Judge on the Bellingham misdemeanor calendar.
- Serves as primary interpreter coordinator for in-court proceedings before all Seattle judges. This includes scheduling of interpreters and administrative processing.
- Serves as an intake clerk for the criminal section of the Clerk's Office by receiving and opening new cases and analyzing documents (complaints, criminal informations, indictments, etc.) for distribution to the appropriate Judicial Officer.
- Responsible for management of all aspects of court recording reproductions and transcription requests.
- Backup clerk for magistrate judge initial appearance calendar.

QUALIFICATIONS

- High school diploma or equivalent and a minimum of three years of progressively responsible administrative, technical or professional experience. Knowledge of Microsoft Word required.
- Collaborative and consensus-building work style with the ability to adjust responsively to a variety of audiences.
- Knowledge and understanding of the procedures of the Court, as well as the purpose and content of criminal case documents.
- Ability to communicate accurately and in a timely manner with judges, Clerk's Office staff, members of the bar, and the public.

<p>PREFERRED QUALIFICATIONS</p>	<ul style="list-style-type: none"> • Ability to work in a fast-paced environment, and maintain composure under stress, while adapting to unanticipated problems. • Strong attention to detail and organizational skills. • Ability to multi-task in order to successfully meet job objectives. • Ability to maintain confidentiality, demonstrate sound judgment and handle sensitive material is essential. <ul style="list-style-type: none"> • Preference will be given to applicants with current or prior judiciary experience. • Demonstrated knowledge of the Court’s CM/ECF (case management / electronic case filing) system. • Proficiency with a wide range of technology, including Microsoft Office, SharePoint and Adobe Acrobat. • A bachelor’s degree from an accredited university.
<p>SALARY RANGE</p>	<p>Court Personnel System Classification Level: CL25, Step 1 – 61, \$42,971 - \$69,881 CL26, Step 1 – 61, \$47,338 - \$76,932 Depending on experience and qualifications; additional promotional potential without further recruitment.</p>
<p>BENEFITS</p>	<p>The U.S. District Court provides a generous benefits package, competitive salary, and a dedication to work/life balance, including flexible schedules and telework opportunities. Judiciary employees participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term disability and long term care options, annual and sick leave accrual, and ten paid holidays per year. Judiciary employees are <u>not</u> covered by the Office of Personnel Management’s civil service classification system or regulations. For additional information on employment with the federal courts, please visit www.uscourts.gov</p>
<p>INFORMATION FOR APPLICANTS</p>	<p>Qualified applicants should submit the following:</p> <ul style="list-style-type: none"> • Cover letter • Resume • Narrative statement of no more than one page that answers the following question: <p><i>Describe a time when you had to work under intense pressure while handling multiple tasks. What was the situation and how did you handle it? How did you prioritize these tasks for a successful outcome?</i></p> <p>Via e-mail (Word or Acrobat .pdf format) to: seattle_personnel@wawd.uscourts.gov or Human Resources (#17-WAW-24) U.S. District Court, 700 Stewart Street, Suite 2218 Seattle, WA 98101</p> <p><i>Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Qualified applicants selected for interviews will be tested.</i></p> <p><i>A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.</i></p>