



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

JUDICIAL SERVICES ADMINISTRATOR

ANNOUNCEMENT NUMBER 19-WAW-17

ANNOUNCEMENT DATE September 6th, 2019

CLOSING DATE Open until filled; preference given to resumes received by September 22nd, 2019

The U.S. District Court for the Western District of Washington is seeking an articulate, self motivated and detail minded individual to join our Clerk's Office as a Judicial Services Administrator. This position is located in the office of the Clerk of Court at the federal courthouse in Seattle, Washington. Judicial Services Administrators provide support and enhance the administrative services to chambers, the Clerk's Office and other court units.

REPRESENTATIVE DUTIES

Judicial Services Administrators have a variety of administrative responsibilities related to supporting various court operations which include; maintaining the travel plan, reviewing travel vouchers, coordinating conferences and court events, supervising court reporters in Seattle and Tacoma, drafting and preparing executive correspondence, and acting as a liaison with judges and chambers staff.

Judicial Services Administrators are part of a self managing team, and participate in hiring, training, addressing performance and conduct issues within the team, and making recommendations for personnel and disciplinary actions as needed. The team develops quality standards, provides training, plans and distributes work, handles leave, and addresses coverage issues. This requires responsibility, flexibility, and a desire to work collaboratively within their team and the Clerk's Office as a whole.

Representative duties include but are not limited to the following:

- Reviews and approves all incoming travel vouchers for completeness of entries and appropriateness of payment and enters into court's financial system. Serves as the districts travel expert, developing and implementing training on travel regulations.
- Coordinates conferences, meetings, and schedules events. Assists with issuing notices and invitations, coordinating logistical arrangements and preparing materials for attendees.
- Coordinates administration of Pro Bono Panel and Pro Bono Mediator Request program for the court, serving as a liaison. Coordinates necessary documentation and prepares and enters court orders appointing counsel.
- Manages court reporters for the district. Schedules reporters and arranges contract reporters as needed. Monitors transcript production for accuracy and timeliness. Maintains and updates the district's Court Reporter Plan.
- Drafts and prepares executive correspondence, legal documents, statistical reports, and other materials for management's review and approval.
- Receives, screens, and refers telephone calls and personal visitors for the clerk and chief deputy.
- Acts as a liaison with judges and chambers staff.
- Answers routine inquiries and provides assistance to the public, judges and their staff,

	<p>other court support units, and members of the bar, maintaining confidentiality of sensitive matters.</p> <ul style="list-style-type: none"> • Maintains the schedule for public conference rooms and visiting judge’s courtrooms. • Performs other duties as assigned.
QUALIFICATIONS	<p>Candidates must have a high school diploma or equivalent and a minimum of three years of progressively responsible administrative, technical or professional experience.</p> <p>The successful candidate will also possess:</p> <ul style="list-style-type: none"> • Proven experience in handling multiple workload demands, including frequent interruptions, while maintaining a high level of concentration; • Ability to research complex issues and be familiar with a variety of internal and external resources; • Knowledge of Microsoft Office Suite. • Demonstrated ability to function collaboratively within a team and the larger office; • Ability to take initiative and work without direct supervision; • Ability to communicate information in an accurate, timely, and discrete manner; • Accuracy and attention to detail; • Ability to exercise sound independent judgment; • Strong computer and analytical skills; • Excellent customer service skills; • Ability to work well under stress; • An attendance record that indicates reliability and commitment.
PREFERRED QUALIFICATIONS	<ul style="list-style-type: none"> • Court or legal experience (familiarity with the legal system/legal terminology); • Familiarity with civil and criminal procedures; • A bachelor’s degree.
SALARY RANGE	<p>Court Personnel System Classification Level: CL26, Step 1 – 61, \$49,384- \$80,238 CL27, Step 1 – 61, \$54,234- \$88,189</p> <p>Depending on experience and qualifications; additional promotional potential without further recruitment.</p>
BENEFITS	<p>The District Court offers a generous benefit package competitive salary, and a dedication to work/life balance including; flexible schedules, ORCA transit passes, 24 hour on-site fitness center, 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 care options, annual sick leave accrual, and ten paid holidays per year. Judiciary employees are <u>not</u> covered by the Executive Branch civil service classification system or regulations. For additional information on employment with the federal courts, please visit www.uscourts.gov.</p>
INFORMATION FOR APPLICANTS	<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:

Describe a time in your work history where your communication skills made a difference. What was the situation, what did you do, and what was the outcome?

Via e-mail (Word or Acrobat .pdf format) to:

seattle_personnel@wawd.uscourts.gov

Or to:

Human Resources (#19-WAW-17)

U. S. District Court

700 Stewart Street, Suite 2218

Seattle, WA 98101

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Employees of the United States District Court are considered “at will” employees. Applicants selected for interviews must travel at their own expense.

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. 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.

The Federal Financial Management Reform Act requires direct deposit of federal wages. The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.