



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

MAGISTRATE JUDGE SUPPORT CLERK

ANNOUNCEMENT NUMBER 20-WAW-04

ANNOUNCEMENT DATE November 15, 2019

CLOSING DATE Open until filled; preference given to resumes received by December 1, 2019

Become a valued member of a dynamic team and create a positive impact on our federal court system. The U.S. District Court for the Western District of Washington is seeking a qualified candidate for our Magistrate Judge Support Clerk position. This position is in the office of the Clerk of Court at the U.S. District Courthouse in Seattle, Washington. In district travel will be necessary, with travel to Bellingham, Washington to cover court once a month.

The Magistrate Judge Support Clerk arranges the monthly Central Violations Bureau (CVB) calendar, serves as an intake clerk for the criminal section of the Clerk's initial appearances, and acts as a coordinator for court interpreters. This position requires a candidate to display responsibility, flexibility, and a desire to work collaboratively as part of a self-directed team.

REPRESENTATIVE DUTIES

- Responsible for planning the monthly Central Violations Bureau (CVB) misdemeanor court calendar in Bellingham including all aspects of courtroom management.
- Serves as the primary court interpreter coordinator for the Seattle District Courthouse maintaining accountability for all administrative processes including; hiring, managing interpreter payment vouchers, and compiling quarterly and annual interpreter usage reports.
- Serves as an intake clerk for the criminal section of the Clerk's Office and receives new case documents, assigns case numbers, distributes certified copies, opens cases, and docket all materials received in CM/ECF.
- Backup clerk for Magistrate Judge initial appearance calendar.
- Performs other duties as assigned to support the various functions of the court and Magistrate Team.

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.
- Ability to communicate accurately and in a timely manner.
- Ability to adapt and work in a fast-paced environment while maintaining composure.
- Strong attention to detail and organizational skills.
- Ability to multi-task to successfully meet job objectives.
- Ability to maintain confidentiality, demonstrate sound judgment and handle sensitive material is essential.

PREFERRED QUALIFICATIONS

- Preference will be given to applicants with current or prior judiciary experience.
- Knowledge and understanding of the procedures of the Court, court filing systems, and the purpose and content of criminal case documents.
- Proficiency with a wide range of technology, including Microsoft Office, SharePoint and Adobe Acrobat.
- A bachelor's degree from an accredited university.

SALARY RANGE

Court Personnel System Classification Level:
CL25, Step 1 – 61, \$44,829 - \$72,885
CL26, Step 1 – 61, \$49,384 - \$80,238
Depending on experience and qualifications; additional promotional potential without further recruitment.

BENEFITS

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 not 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.

INFORMATION FOR APPLICANTS

Qualified applicants should submit the following:

- Cover letter
- Resume
- Narrative statement of no more than one page that answers the following question:

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?

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

seattle_personnel@wawd.uscourts.gov or Human Resources (#20-WAW-04)
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. Qualified applicants selected for interviews will be tested.

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 United States District Court is an equal opportunity employer and values diversity in the work place.