



POSITION VACANCY
JUDICIAL ASSISTANT/GENERALIST CLERK
YELLOWSTONE NATIONAL PARK
MAMMOTH HOT SPRINGS
FULL TIME
PERMANENT YEAR ROUND POSITION
Job Announcement 2016-03

SALARY RANGE: \$32,019 TO \$52,053 (CL 23)
Depending on qualifications and experience

CLOSING DATE: Open until filled - Applications received prior to September 23, 2016 will be given priority.

LOCATION: Mammoth Hot Springs, Yellowstone National Park, Wyoming

The United States District Court, District of Wyoming, is seeking a full time Judicial Assistant/Generalist Clerk to U.S. Magistrate Judge Mark L. Carman in Mammoth Hot Springs, Yellowstone National Park, Wyoming. Incumbent must be a team player who is dependable, detail oriented and able to work in a multitask environment. This position carries with it a great deal of responsibility and requires a mature, self-motivated person with a professional attitude and the ability to work collaboratively. The incumbent maintains the official case events summary on the docket from opening to final disposition. The incumbent also manages the judges' caseload and provide courtroom and other assistance through, attending court proceedings, recording pertinent results for minutes and drafting judgments.

Qualifications:

- General experience in progressively responsible general clerical or secretarial experience which provided a good knowledge of office clerical practices such as filing, telephone usage, and word processing. The position requires administrative skills and a familiarity with legal terminology and forms. Applicants must have excellent communication, grammar, spelling, word processing, and automation skills. Proficiency in Word, Wordperfect, and Windows. Discretion and confidentiality are a must. Qualified applicants must have excellent communication and interpersonal skills. Prior court/legal experience is preferred. Knowledge of the Court's Case Management/Electronic Case Filing (CM/ECF) System is also preferred.
- Specialized experience in progressively responsible secretarial experience which involved responsibility as the principal office assistant to a supervisor who was dealing with law-related matters (such as might be found in judge's chambers, law, insurance or real estate offices).

- Two years of general experience and six years of specialized experience are preferred.

Education:

- Education in a college or university may be substituted for a maximum of one year of the general experience.
- A Bachelor's degree may be substituted for two years of general experience.
- It is preferred that such education or degree would consist of legal, paralegal, government, public or business administration.

Responsibilities:

- Providing administrative and clerical support to the U.S. Magistrate Judge
- Calendar management
- Editing, correcting and conforming orders and other documents prepared in and submitted to Chambers
- Assisting attorneys in obtaining hearing dates
- Assisting Clerk's Office regarding trials, orders and other matters
- Monitoring pending adversary proceedings to ensure proper case flow
- Preparing correspondence and pleadings
- Preparing orders after court hearings
- Maintaining confidential records
- Acting as liaison on the Judge's behalf to and from the legal community
- Answering and screening telephone calls to Judge's Chambers
- Coordinating travel arrangements for the Judge
- Making reservations for workshops and seminars
- Preparing travel expense reports for the Judge
- Reviews information relating to pending cases to ensure that all records and reference material are available for use by the judge and counsel.
- Attends court sessions and conferences. Assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Takes notes of proceedings and rulings and prepares minute entries. Drafts judgments for the judge's approval.
- Makes summary entries of all documents and proceedings on the docket. This includes, but is not limited to, such things as: pleadings, petitions, motions, complaints, minutes and orders.

- Assists in case management by ensuring all automated entries are appropriately linked to the proper case.
- Other duties as assigned

Other Information:

- The Court is not authorized to reimburse candidates for travel or moving expenses.
- This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.
- The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which actions may occur without prior written or other notice.
- All employees are required to adhere to a code of conduct.
- Employees of the U.S. Courts serve under “excepted appointments” and are considered “at will” employees.
- The final candidate will be subject to a background check and fingerprinting.
- Benefits: all benefits federal employees are entitled including 10 paid holidays annually, accrual of vacation and sick leave, participation in Thrift Saving Plan, and health and life insurances.
- Yellowstone is a very remote area. Gardiner, MT (pop 867) is 5 miles from Mammoth Hot Springs and has a local grocery store and a few convenience stores. Housing in Gardiner is very limited. Livingston, MT (pop 7500) is located 53 miles on Hwy 89 from Gardiner. Bozeman, MT (pop 39,442) is located 90 miles from Mammoth.

How to apply:

Submit a detailed resume of education, work experience, and salary history and Form AO 78 (available on our website at www.wyd.uscourts.gov), together with a cover letter in sealed envelope marked **CONFIDENTIAL**, to:

United States District Court
Attention: Chief Deputy
P. O. Box 1348
Cheyenne, WY 82003-1348

Or by email to hr@wyd.uscourts.gov

Note: Applicants selected for interviews will receive a letter or phone call to set up an interview with reference request. All other applications will be kept on file with the Clerk for a period of one year.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER