



NOTICE OF POSITION VACANCY U.S. DISTRICT COURT DISTRICT OF WYOMING

Job Announcement 2022-02

POSITION: Judicial Assistant

LOCATION: Mammoth Hot Springs, Yellowstone National Park

SALARY: JSP 9 (\$54,727 - \$71,146) Two years of general experience or college degree, plus four years of specialized experience.
JSP 10 (\$60,266 - \$78,348) Two years of general experience or college degree, plus five years of specialize experience
JSP 11 (\$66,214 - \$86,074) Two years of general experience or college degree, plus six years of specialized experience

CLOSING DATE: May 6, 2022

POSITION OVERVIEW

The U.S. District Court for the District of Wyoming is accepting qualified applicants for a full time Judicial Assistant to Magistrate Judge Stephanie A. Hambrick located in Yellowstone National Park. The Judicial Assistant must be skilled in managing multiple priorities and deadlines. This is an executive administrative position with responsibility for office management, organizing office workload, as well as providing support to court proceedings, and processing orders.

The District of Wyoming is geographically the 10th largest (by area), covering over 97,000 square miles. This position is located in the courthouse in beautiful Yellowstone National Park at Mammoth Hot Springs. This is a remote office with limited local services and approximately one-hour drive to Livingston, Montana and 1.5 hour drive to Bozeman, Montana. Housing is limited in this area. Occasional travel will be required.

REPRESENTATIVE DUTIES

- Receive, screen, and refer telephone and in-person callers; screen incoming and outgoing mail, electronic or paper, and route to appropriate destinations.

- Manage chamber operations which includes keeping office supplies stocked as well as equipment in running order, managing the Court's calendar of high-volume cases.
- Manage chambers case management system, office workflow and the judge's calendar.
- Prepare travel itineraries, arrangements and vouchers.
- Prepare and/or edit legal documents, correspondence, memoranda, agendas for meetings and conferences, reports and statistics.
- Provide courtroom and docketing support.
- Serve as liaison between Judge and Clerk's Office, other government agencies, and the public in both criminal and civil matters.
- Assist in case management functions: Review of cases for necessary actions, including scheduling and noticing conferences, hearings and trials.
- Other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS

General Experience is progressively responsible clerical or secretarial experience which provided a good knowledge of office clerical practices which as filing, telephone usage, and typing. Education above high school may be substituted for general experience.

Specialized Experience is progressively responsible experience which involved responsibility as the principal office assistant to a supervisor dealing with law-related matters. Specialized experience should include at least one year of experience at or equivalent to the next grade below the grade of the position for which the person is being considered.

Educational Substitutions:

- (A) Education in a college, university or secretarial school or recognized standing may be substituted for a maximum of one year of the general experience on the basis of 30 semester (45 quarter) hours equals nine months of experience.
- (B) A bachelor's degree from a college or university of recognized standing may be substituted for two years of general experience. Preferably, such degree should have included courses in law, government, public or business administration or related fields.
- (C) Education in a legal or paralegal curriculum may be substituted for a maximum of two years of specialized experience on the basis of one full academic year (30 semester or 45 quarter hours) equals one year of experience. Less than one full year of study will be credited on a pro-rata basis.

BENEFITS

A generous [benefits package](#) is available to employees which includes:

- Paid annual leave; 13 days per year for the first three years; 20 days per year after three years, and 26 days per year after fifteen years.
- Paid sick leave in the amount of thirteen days per year.
- Eleven (11) paid holidays each year.

- Participation in the Federal Employees Retirement Program.
- Optional participation in the Thrift Savings Plan, Federal Employees Health, Dental, Vision, and Life Insurance programs, Long Term Care Insurance and Flexible Benefits programs.

HOW TO APPLY

Applicants will be required to submit the following:

1. [AO78](https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment) (which can be found on the US Courts website at: <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>)
2. Cover letter
3. Resume (including day and evening telephone numbers)

Applications can be submitted electronically via email in ONE PDF to: hr@wyd.uscourts.gov.

Only applicants selected for an interview will be notified. Incomplete applications will not be considered.

The Court reserves the right to modify, withdraw, or fill the vacancy announcement at any time, any of which actions may occur without prior written or other notice.

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY
EMPLOYER**