

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF PENNSYLVANIA**

**Joseph F. Weis Jr. Courthouse
700 Grant Street, Suite 3110
Pittsburgh, PA 15219
Website: www.pawd.uscourts.gov**

POSITION VACANCY NOTICE

Position Title: Executive Assistant to the
Clerk of Court

Vacancy Announcement No. 18-13

Location: Pittsburgh, PA

Classification Level: 27

Salary Range: \$50,216 - \$81,673
depending upon qualifications



Opening Date: November 15, 2018

Closing Date: December 7, 2018

POSITION

The Clerk of Court for the United States District Court for the Western District of Pennsylvania is seeking qualified applicants for the position of Executive Secretary to the Clerk of Court. The incumbent supports the Clerk of Court in correspondence, filings, scheduling and public-relations efforts. The incumbent performs and coordinates administrative matters relating to multiple administrative functions, such as human resources, procurement, property management, space and facilities, financial, budgetary and/or statistical maintenance services, including ensuring compliance with the appropriate guidelines, policies and approved internal controls for the Clerk of Court and Chief Deputy Clerk. The incumbent coordinates district-wide projects and provides status reports to the Clerk of Court and Chief Deputy. The incumbent serves as the court's central resource for executive committees' action items and meeting coordination. The incumbent assists in the planning and coordination of court-sponsored public events and ceremonies.

REPRESENTATIVE DUTIES

- Provides professional administrative support to the Clerk and the Chief Deputy Clerk.
- Acts as a liaison between the Clerk and the Chief Deputy, judicial officers, senior managers and court employees.
- Reviews and acts as instructed on all correspondence directed to the Clerk and Chief Deputy Clerk.
- Receives, screens, and refers telephone callers; and answers general inquiries on behalf of the Clerk and Chief Deputy.
- Routes, responds, and files correspondence as directed and maintains correspondence and other files.
- Makes travel and lodging arrangements as directed.
- Drafts correspondence, reports, meeting minutes, and other documents for review and signature by the Clerk or Chief Deputy.
- Proofreads documents and materials for errors, appropriate format, proper syntax, grammar, spelling and typographical errors, prior to the Clerk or Chief Deputy's review.
- Maintains the calendar and sets appointments for the Clerk and Chief Deputy. Maintains calendar for courtroom sharing and conference room coordination.
- Assists with the management of high-level district wide projects from beginning to end. Develops and manages project management systems and processes to ensure project timelines and objectives are met. Collaborates with managers across departments to effectively manage project resources and ensure timeliness. May lead administrative support staff to include assigning and monitoring work.

- Manages action items and agenda for several executive committees on behalf of the Clerk and Chief Deputy.
- Research and review administrative data to create spreadsheets and provide statistical analysis regarding the performance of various administrative functions.
- Maintains historical information on behalf of the entire court. Maintains address information for retired judges and staff.
- Designs and formats documents and brochures.
- Assists the Clerk and Chief Deputy with strategic planning for the court. Preserves the integrity of all confidential information.
- Organizes and coordinates meetings and conferences as requested by the Clerk or Chief Deputy.
- Disseminates and archives meeting minutes as directed for future reference purposes.
- Serves as Clerk's liaison to judges' chambers, other court units, public, community resources and the Administrative Office.
- Represents the Clerk's Office at meetings with other court units and external entities as requested.
- Coordinates and prepares documents for attorney discipline cases as directed by the Clerk of court.
- Performs other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS

- Applicant must have significant experience (minimum five years) in an administrative support capacity reporting directly to a high-level executive.
- Applicant must have at least two years of Specialized Experience*
- Professional appearance and manner required.
- Ability to understand and follow detailed instructions and take appropriate initiative.
- Superior time management and organizational skills with attention to detail.
- Strong ability to communicate effectively (orally and in writing) with individuals with diverse backgrounds and establish rapport with staff, outside agencies, and collateral contacts.
- Exceptional ability to take accurate notes and summarize meetings, conferences, etc.
- Skill in writing, editing and proofreading documents for spelling, grammar, punctuation, style, abbreviations, and correct format.
- Strong knowledge and skills in use of personal computers and software applications to prepare reports and correspondence.
- Ability to prioritize and organize work to meet established deadlines.
- Ability to consistently demonstrate sound ethics and judgment.
- Ability to maintain confidentiality is critical.
- Skill in administrative matters such as file maintenance, record keeping, reporting and preparation of presentation material.
- Ability to work independently and coordinate the work of others.
- Demonstrated initiative in developing and managing projects with varying priorities and deadlines.
- Excellent interpersonal skills and ability to communicate and gather information from a variety of individuals and groups, including judges, lawyers, court unit executives, managers and administrative personnel.
- Excellent written and oral communication skills.

*Specialized Experience means progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the duties of project management and executive assistant work.

PREFERRED

- Bachelor's degree or above from an accredited college or university.

BENEFITS

Employees are eligible for a full range of benefits to include retirement, health and life insurance, flexible benefits, long-term care insurance, paid holidays, and annual and sick leave accrual. Additional benefit information is available at <http://www.uscourts.gov/careers/benefits>.

NOTICE TO APPLICANTS

- Applicant must be a U.S. Citizen or seeking citizenship if applicable criteria are met.
- The United States District Court is an Equal Opportunity Employer. All applications will be reviewed to identify the best qualified candidates.
- Electronic Fund Transfer (EFT) for payroll deposit is required.
- This position is classified as a sensitive position which requires the selected candidate to submit to a background clearance, which will include a criminal history, credit and FBI fingerprint check as a condition of employment and may be subject to periodic updates. The selected candidate will be hired provisionally pending the successful completion of the required background check and favorable employment suitability determination.
- Positions in the United States Courts are excepted appointments, are not under the Civil Service System, and judiciary employees are "at will."
- Employees are required to adhere to a Code of Conduct of Judicial Employees, which is available to candidates for review at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>
- Training opportunities available for career advancement.
- A successful completion of any testing is required prior to interview.
- Due to the volume of applications received, the court will only communicate with those applicants who will be tested and interviewed. Applicants selected for interview must travel at their own expense and relocation expenses will not be reimbursed.
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which may occur without prior written or other notice.
- In the event a position becomes vacant in a similar classification within a reasonable time from the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.

HOW TO APPLY:

Consideration will only be given to those who apply online through the court's online application tracking system and provide the required application documents by no later than December 7, 2018.

To apply, visit the Employment Section (Court Info) of the Western District of Pennsylvania website at: <http://www.pawd.uscourts.gov/employment> Applicants will receive an email confirmation upon receipt. Incomplete applications will not be considered. Qualified applicants should submit:

- A cover letter stating the reason for your interest in the position.
- A resume, including complete employment, educational history, skills, and experience.
- A completed Application for Judicial Branch Federal Employment, AO78, which can be downloaded when accessing the online application tracking system or at <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>