

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF NORTH CAROLINA**

Administrative Assistant to a Part-Time United States Magistrate Judge

Vacancy Announcement No: 12-07

Location: Wilmington, NC

Salary Grade/Range: CL 27 (\$45,928)*

*Depending upon experience and qualifications

Opening Date: August 24, 2012

Closing Date: Open Until Filled**

** First /Initial Cut-off Date: September 7, 2012

Description of Vacancy:

The U.S. District Court for the Eastern District of North Carolina is seeking qualified applicants for a full-time, temporary administrative assistant to the part-time United States Magistrate Judge. This appointment is presently for a year and one day, but may be extended.

Representative Duties:

The assistant will support the part-time magistrate judge by conducting legal research, preparing bench memos, drafting orders and opinions, editing and proofreading the judge's orders and opinions, and verifying cited authority. Additionally, the assistant will deal with lawyers and members of the public on behalf of the judge and provide administrative and clerical assistance to the court as needed.

Qualifications:

The successful candidate is required to have a high school diploma or equivalent and at least two years of general experience and three years of specialized administrative experience which provides knowledge of office clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. **Preference will be given to candidates who have a law degree.** The successful candidate must be highly motivated; demonstrate a high degree of initiative; possess excellent interpersonal, communicative and organizational skills; and be able to function independently as well as in a team environment.

Conditions of Employment:

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. Applicants will be required to submit to a background investigation (including references, criminal history, and credit history) prior to an offer of employment being made. The person selected for this position will also be required to submit fingerprints and any other information needed to obtain the appropriate FBI security clearance.

Benefits:

Judicial Branch employees are considered "at will" employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits similar to those of other government employees including: paid annual and sick leave, ten paid holidays per year, health and life insurance, a flexible benefits program, a portable retirement plan with matching contributions, flexible work schedule, and a professional environment. Salary will be based on experience and qualifications. Electronic Fund Transfer (EFT) for payroll deposit is required.

Application Procedures:

All interested persons should submit an application package which is to include: a cover letter, resume, official AO 78 Application Form, and three (3) employment references.

Official (AO78) Application Form may be obtained at www.nced.uscourts.gov/employment. **Preference will be given to application packages that are received by the first/interim cutoff date.**

Application packages should be mailed to:

**U.S. District Court EDNC
Attn: Human Resources
310 New Bern Avenue, Room 434
Raleigh, NC 27601**

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. This agency provides reasonable accommodations to applicants with disabilities. All employees are required to adhere to the "*Code of Conduct for Judicial Employees*" which is available for review upon request. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time before the closing date (if a closing date is noted), any of which actions may occur without any prior written or other notice. Due to the volume of applications received, only candidates in consideration for this position will be contacted.

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