



*United States District Court
District of Alaska
222 W. 7th Avenue, Box 4, Rm 229
Anchorage, Alaska 99513
www.akd.uscourts.gov*

Position: Judicial Assistant – Job # USDC 22-03
Opening Date: May 18, 2022
Closing Date: Open until filled
Starting Salary: JSP 9 – 11, Salary Range: \$61,424 - \$96,607 (DOE)
Location: Anchorage, Alaska

The United States District Court for the District of Alaska is accepting applications for the position of Judicial Assistant for United States Magistrate Judge Matthew M. Scoble.

POSITION OVERVIEW:

The Judicial Assistant is directly responsible for assisting the Magistrate Judge with a variety of case-related and professional administrative tasks, as well as overseeing the daily operations of the judge's chambers. The position entails approximately four to five hours a day of administrative duties; the balance of the workday typically consists of assisting in the preparation and proofreading of orders and other documents.

SKILLS NEEDED:

- Consummate professionalism, discretion, and integrity. Ability to maintain strict confidentiality of all office and judicial matters, work independently as needed, and organize work with proficiency. Ability to successfully handle multiple priorities with conflicting deadlines and demonstrate flexibility and responsiveness to changing priorities.
- Ability to effectively manage both the civil and criminal dockets.
- Ability to work individually, as well as in a team environment.
- Ability to interact effectively and appropriately with others, providing customer service and resolving difficulties while complying with applicable rules and policies.

REPRESENTATIVE DUTIES:

- Assist in the preparation of written orders, including proofreading and cite checking.
- Respond to inquiries from attorneys, litigants, neutrals, court staff and others regarding status of cases, scheduling, case management and other issues without providing legal advice.
- Electronically docket court orders.
- Regularly review Case Management/Electronic Case Files (CM/ECF) reports of all pending motions and open cases.
- Serve as office manager for chambers, overseeing daily operations including maintenance of office supplies and mail collection.
- Maintain the OSCAR system for law clerk hiring and coordinate the hiring process.
- Arrange judge's official travel and prepare travel vouchers for reimbursement.
- Prepare judge's reports (statistical reports, financial disclosures, etc.).
- Review electronic docket each day, print and file all necessary documents in chambers-maintained case files.
- Maintain the judge's calendar, in coordination with the judge, litigants, attorneys, the clerk's office, other judicial officers, and others.
- Prepare all case files for upcoming hearings and trials.
- Prepare and send correspondence.
- Occasional travel may be required.

QUALIFICATIONS:

Judiciary Salary Plan	Years of General Experience	Years of Specialized Experience	Salary Range
9	2	4	\$61,424 - \$79,852
10	2	5	\$67,641 - \$87,936
11	2	6	\$74,317 - \$96,607

- General experience is defined as progressively responsible general clerical or secretarial experience that provided a good knowledge of office clerical practices such as filing, telephone usage, and typing.
- Specialized experience is defined as progressively responsible secretarial experience that involved responsibility as the principal office assistant to a supervisor who was dealing with law-related matters (such as might be found in a law, insurance or real estate office.)
- Educational substitutions may apply towards a portion of general and/or specialized experience.
- For current federal employees, salary placement will be determined by highest previous grade, step and experience. All non-federal entering Judicial Assistants will be placed at salary range minimum.

BENEFITS:

Paid annual and sick leave; ten paid holidays per year. Choice of a variety of employer-subsidized federal health and life insurance plans. Dental and vision insurance plans. Long-term care insurance and flexible spending account program. Participation in both the Federal Employees Retirement System (FERS) and the Thrift Savings Plan (TSP), with employer matching contributions. Employees of the United States District Court are considered “at will” employees and can be terminated with or without cause by the court. Information about federal judiciary employee benefits and compensation can be found on the United States Courts website career page: <http://www.uscourts.gov/Careers.aspx>.

APPLICATION PROCEDURE:

Qualified applicants should may apply by e-mailing the following:

- A detailed cover letter;
- A current resume, including contact information for at least three professional references;
- Completed Judicial Branch Federal Employment (AO78) application (which can be found at <https://www.uscourts.gov/services-forms/forms>); and
- Send ALL documents as a **single .pdf document** to: HR@akd.uscourts.gov

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Interviews will be held at the James M. Fitzgerald United States Courthouse in Anchorage. Applicants selected for interviews must travel at their own expense. If unable to travel, a video conference interview may be possible.

The United States District Court requires employees to follow a code of conduct which is available upon request. 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 Court reserves the right to modify the conditions of this job announcement without prior written or other notice.

The United States District Court is an Equal Opportunity Employer