



Executive Assistant to the Clerk of Court (Part-time)

U.S. BANKRUPTCY COURT SOUTHERN DISTRICT OF CALIFORNIA

Salary: CL-26 \$44,526 - 72,374 (depending on qualifications, pro-rated for part-time hours).

Posting Dates: Monday, November 16, 2009 - Monday, November 29, 2009

The U. S. Bankruptcy Court in San Diego is seeking highly qualified candidates for the part-time position of Executive Assistant to the Clerk of Court. Part-time hours will be 24 hours per week. The Executive Assistant to the Clerk of Court is a member of the clerk's office and reports to the Clerk of Court.

Representative Duties

- Prepares executive correspondence, reports, form letters, legal documents and other materials, from dictation, rough copy, or own notes for the Clerk of Court's review and signature. Maintains correspondence control records. Maintains office reference materials, such as administrative manuals, bulletins, etc. Signs routine correspondence for the Clerk of Court as authorized. Prepares, proofreads and edits materials prepared by others for the Clerk of Court's signature for accuracy, proper grammar, and spelling.
- Assists the Clerk of Court in preparing presentations, which may include researching potential topics, planning, designing and evaluating presentations. These presentations are delivered at a variety of official national and regional conferences.
- Assists in maintaining and updating the office's website by contributing content and design assistance.
- Performs receptionist duties by greeting visitors/clients in person and on the telephone, answering routine questions, and directing visitors/callers to the appropriate person or department. Provides assistance to the public, as authorized, while maintaining the confidentiality of sensitive matters.
- Maintains calendars, arranges travel, and prepares travel vouchers for the Clerk of Court. Audits and reviews travel vouchers, maintaining the office's travel credit cards, ensuring that policies and procedures are followed.
- Develops standard office procedures and provides guidance to other administrative support staff in the performance of their duties. Organizes and maintains the office and filing systems. Coordinates general activities in the immediate office, including arranging for equipment and facilities maintenance and ordering supplies.
- Receives, prioritizes, and routes all incoming materials from within the court to appropriate individuals in the office. Receives, screens, and routes incoming and outgoing mail to appropriate persons or offices; and, processes mail requiring special handling.
- Schedules appointments, arranges meetings and other events, including notification to participants and logistical coordination. Disseminates communications to appropriate managers, executives and peers and follows up on action items to ensure a comprehensive and coordinated response, where required.
- Assists with coordinating conferences, meetings, and court ceremonies. Assists in the preparation of agendas; acts as secretary for meetings, preparing materials, taking and distributing minutes of proceedings.

- Performs cashout/deposit reconciliation clerk duties, as needed, at the close of the business day. Accurately logs, balances and secures collected bankruptcy received funds in the deposit box on a daily basis.
- Serves as liaison to Judges' chambers and all other court support units, as well as the Administrative Office and the Federal Judicial Center. Acts as the primary contact for visiting judges and coordinates the use of the visiting judge's courtroom.

Minimum Qualifications

To qualify for the position of Executive Assistant to the Clerk of Court, an applicant must have:

- A high school diploma or equivalent.
- Two years general work experience, which includes a significant amount of administrative assistant and office management work.
- One year of experience in an office or administrative environment which includes the application of clerical procedures; the use of specialized terminology; the application of rules, regulations or laws; word processing and data entry software. Such experience is commonly encountered in law firms, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.
- Candidates must possess exceptional communication skills, as this position requires frequent contact with a wide variety of individuals, both within and outside of the Judiciary.

Desired Qualifications

- Completion of a Bachelor's Degree.
- Skill in the use of a Macintosh computer.

Information for Applicants

The selected candidate(s) will be subject to a background check as a condition of employment. Applicants must be U.S. citizens or eligible to work in the United States. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

How to Apply

Preferred method – submit your cover letter and resume through the court's website at www.casb.uscourts.gov. Or, you may send your cover letter and resume by mail to:

Human Resources (EACC)
U. S. Bankruptcy Court
325 W. "F" St.
San Diego, CA 92101-6991

Resume and cover letters will be accepted through *MONDAY, November 30, 2009*.

Employee Benefits

Benefits are listed on our Job Vacancies webpage. Annual leave, sick leave and Federal Employees Retirement System are subject to pro-rated accruals for based on part-time hours.

The United States Bankruptcy Court reserves the right to amend the conditions of this job vacancy announcement, or to withdraw the announcement at any time without prior written or other notice.