



EXECUTIVE ASSISTANT

U.S. Bankruptcy Court Southern District of California

Salary: CL-25/26/27 \$44,851 - \$88,250 (depending on qualifications). Promotional potential to the CL-26/27 levels without further competition.

Posting Dates: Wednesday, March 20, 2019 - Friday, April 12, 2019.

The U. S. Bankruptcy Court in San Diego is seeking highly qualified candidates for the full-time position of Executive Assistant. The Executive Assistant is a member of the clerk's office and provides a broad range of skilled and confidential administrative support. The Executive Assistant reports to the Clerk of Court and Chief Deputy Clerk.

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 and Chief Deputy Clerk's review and signature. Maintains correspondence control records and PACER Quarterly Exempt Usage Reports. Maintains office reference materials, such as administrative manuals (including Local Rules and Administrative Procedures), 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 and Chief Deputy Clerk 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, including the post judgement interest rate.
- 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. Assists with community outreach projects.
- 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; act as secretary for meetings, preparing materials, taking and distributing minutes of proceedings.
- Performs cash out/deposit reconciliation clerk duties, as needed, at the close of the business day. Accurately logs, balances and secures collected bankruptcy receipted funds, in the deposit box, on a daily basis.

- Maintains a list of qualified persons who agree to serve as mediators in contested matters and adversary proceedings pending before the court.
- 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.

Qualifications

To qualify for the position of Executive Assistant, an applicant must have a high school diploma or equivalent; one-year general work experience, which includes a significant amount of administrative assistant and office management work and one year of specialized 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. Preference will be given to candidates with a bachelor's degree and skill in the use of a Macintosh computer.

Employee Benefits

Court employees are considered at-will and are not covered by federal civil service classifications or regulations. Court employees are, however, entitled to the same benefits as other federal employees.

These benefits include:

- 13 days paid vacation for the first 3 years employment, 20 days after 3 years, 26 days after 15 years;
- 13 days paid sick leave per year;
- 10 paid holidays per year;
- Choice of medical, dental and vision coverage from a wide variety of plans;
- Federal Employees Life Insurance;
- Federal Employees Retirement System;
- Tax deferred retirement savings and investment plan under the Thrift Savings Plan;
- Long-Term Care Insurance Program;
- Flexible Spending Program;
- Commuter Benefit Program (dependent on fiscal year funding);
- Continuing Education Assistance Program (dependent on fiscal year funding).

Please visit <http://www.uscourts.gov/careers/benefits> for additional information on benefits.

Information for Applicants

The selected candidate will be subject to an FBI fingerprint check as a condition of employment, and may be subject to periodic updates. 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

Submit your cover letter and resume through the court's website by **Friday April 12, 2019**:

<https://racer.casb.uscourts.gov/hr/execasst.aspx>

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.