



# EXECUTIVE ASSISTANT

## U.S. Bankruptcy Court Southern District of California

Salary: CL-25/26/27 \$49,292 - \$96,952 (depending on qualifications).  
Promotional potential to the CL-26/27 levels without further competition.

Deadline: –Open until filled. Apply by Friday, June 10, 2022, to ensure consideration.

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 for the Clerk of Court and Chief Deputy Clerk's review and signature. Maintains correspondence control records. Maintains office reference materials, such as administrative manuals (including Local Rules and Administrative Procedures), bulletins, etc. 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.
- Assists in maintaining and updating the office's website by contributing content and design assistance, including the post judgement interest rate.
- Creates and maintains fillable court forms in Word and Acrobat for internal and external use
- 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.
- Acts as the primary contact for visiting judges and coordinates the use of the visiting judge's courtroom.
- Assisting with internal audits
- Maintains calendars, arranges travel, and prepares travel vouchers for the Clerk of Court and Chief Deputy Clerk. Audits and reviews travel vouchers.
- Assists in enveloping office procedures and standards. Organizes and maintains the office filing systems for paper and electronic files.
- Coordinates general activities, conferences, and court ceremonies for the office, including scheduling equipment and facilities, organizing employee engagement activities and celebrations, and ordering refreshments.
- Schedules meetings, maintains agendas, prepares materials, and produces shared minutes within Office 365.
- Performs cash out/deposit reconciliation clerk duties, as needed, at the close of the business day.
- Maintains a list of mediators as determined by the court.

### **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; and computer skills. 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. Preference will be given to candidates with a bachelor's degree and advanced Office 365 skills. Excellent organization skills are required.

### **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;
- 12 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);

### **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 as one consolidated document by email [hr\\_casb@casb.uscourts.gov](mailto:hr_casb@casb.uscourts.gov) preference given to those who apply by **Friday June 10, 2022**: 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.

Vacancy Announcement: 22-07

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