United States District Court
District of Kansas
Vacancy Announcement #KC12-2

Position: Executive Assistant to Clerk of Court & Chief Deputy Clerk
Announcement: KC12-2
Location: Kansas City, Kansas
Issue Date: March 23, 2012
Closing Date: Open Until Filled

Classification Level/Salary Range

CL 26/1 - CL 26/61 ($41,786 - $67,951)
* commensurate with experience and education

Position Overview

- Performs a full range of executive assistant duties in direct support of the Clerk of Court and Chief Deputy Clerk.
- Serves as liaison to judges' chambers, staff, members of the bar, the public and the media.
- Serves as chief coordinator for court events and meetings such as court ceremonies and judges' meetings. Makes arrangements for court events and meetings, handling all necessary logistics (e.g. reserving space, contacting invitees, arranging transportation and lodging, preparing agenda materials, coordinating meals and refreshments, etc.).
- Receives, prioritizes and routes all incoming materials to appropriate individuals or personally handles routine matters. Follows up on action items to ensure a comprehensive and coordinated response on behalf of the Clerk.
- Manages the Clerk's calendar, schedules appointments, meetings, and conferences.
- Prepares executive correspondence, legal documents and other materials, from notes and dictation, and edits for accuracy, grammar and spelling.
- Receives, screens and refers telephone and personal callers.
- Makes travel arrangements and prepares travel itinerary and travel vouchers.
- Prepares reports and agenda books for court projects and meetings.
- Maintains filing system, including files of confidential correspondence, memoranda and other such records.

Qualification Requirements

Mandatory: Applicants must be a high school graduate or equivalent and have at least one year of progressively responsible administrative and clerical experience which involved the routine use of a personal computer, word processing skills, and database applications to accomplish duties related to dictation, calendaring, event coordination, and preparation of correspondence. High proficiency in writing, grammar, spelling and editing is a must. A proven history of thriving in a busy environment with frequent work interruptions is essential. Applicants must be a United States citizen or eligible to work for the United States Government.

Preferred: Preference will be given to candidates with a college degree and at least three years of experience in a court or in the legal field. Preferred skills include dictation experience, knowledge of Microsoft Office Suite and Corel WordPerfect.

Desirable Characteristics: The successful candidate will be energetic, organized, detail-oriented, self-motivated and have the ability to multitask.

Employee Benefits

1. 13 days annual paid vacation for the first three years.
2. 20 days annual paid vacation after three years.
3. 26 days annual paid vacation after fifteen years.
4. 13 days paid sick leave per year.
5. 10 annual paid holidays.
6. Choice of healthcare coverage from a wide variety of plans.
7. Life Insurance options.
8. Participation in the Federal Employees Retirement System.
9. Participation in the Thrift Savings Plan (tax deferred retirement savings plan).
10. Participation in the Long Term Care Insurance plan.
11. Participation in the Flexible Benefits Program.
12. Free onsite parking.
13. Free onsite fitness center.

How to Apply

Submit cover letter, resume, salary history and salary requirements to:

ksd_recruitment@ksd.uscourts.gov

INFORMATION FOR APPLICANTS

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. This position is subject to mandatory participation for payment of net pay (i.e. Direct Deposit). This position is subject to a criminal background check as well as a financial credit check. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses will not be paid. Applicants must be United States citizens or eligible to work for the United States Government.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER

For more information on the District of Kansas, please visit our website at www.ksd.uscourts.gov