



Personal Assistant to Career Law Clerk

Vacancy Announcement: 2022-01-USBC

POSITION:	Personal Assistant to Career Law Clerk - USBC
POSITION TYPE:	Full-Time with Benefits (Mon – Fri, typically 8:00 am to 5:00 pm)
SALARY RANGE:	JSP 08/01 – JSP 09/10 (\$53,042 - \$76,160)
OPEN DATE:	October 5, 2021
CLOSING DATE:	Open until filled
AREA OF CONSIDERATION:	Open to all qualified individuals
LOCATION:	Denver, Colorado

INTRODUCTION AND POSITION OVERVIEW

The United States Bankruptcy Court for the District of Colorado is an energetic, dynamic organization dedicated to providing exceptional public service and facilitating diversity, equity, and inclusion in the Judiciary's workforce.

The Court is now accepting applications for the full-time position of Personal Assistant to a Career Law Clerk. The Personal Assistant will work directly with a highly experienced, talented Law Clerk who recently suffered a spinal cord injury. The Assistant will be tasked with aiding the Law Clerk in overcoming workplace barriers that prevent performance of essential job functions, including assisting with legal materials, case-related items, and preparation of a variety of written materials.

REPRESENTATIVE DUTIES

- Organizes and maintains electronic case files for all pending matters.
- Assists law clerk with other duties, such as sending emails or faxes, making copies, scanning and organizing digital documents in appropriate electronic folders for access and consistency and organizing the workspace.
- Assists with forms that must be handwritten and with any handwritten proofreading marks written on hard copy by others.
- Assists with tasks aimed at maintaining well-being, personal appearance, comfort, and safety to ensure professional interactions with others.
- Assists with physically necessary aspects of computer software and judicial calendaring systems.
- Saves requested material from various legal databases onto computer drive.
- Writes notes pertaining to judge's revisions on orders and opinions, and to other court employees or judges as requested on memos, correspondence, or drafts.
- Locates and organizes information from the internet, source materials, office memos, reference books, tangible objects, and legal books.
- Possesses ability to perform daily physical office requirements and can lift up to 50 pounds.
- Complies with Code of Conduct, local and national judiciary policies, and orders regarding employee health and safety protocols.
- Performs other duties as assigned.

The ideal candidate will possess a professional demeanor, integrity, a strong work ethic, and the ability to maintain confidentiality. The candidate will demonstrate work experience and a job history that indicates longevity and dependability. Further, the candidate will provide excellent customer service to internal and external customers, be organized and detail-oriented, accept accountability for work product, possess excellent written and verbal communication skills, be able to collaborate in a professional manner, and be self-motivated, flexible, and tactful when working under pressure. Additionally, the ideal candidate will develop cooperative working relationships with chambers, as well as judges and employees in various judicial divisions and departments to establish rapport and address situational concerns as they arise.

MINIMUM QUALIFICATIONS

The incumbent must be able to comprehend a wide range of legal concepts, principles, and practices and must have excellent reading, writing, and organizational skills. Further, the incumbent must have the ability to maintain confidentiality and to interact with a wide variety of people. The incumbent must possess a working knowledge and understanding of bankruptcy processes and local rules, as well as the ability to understand and summarize legal correspondence for the law clerk's preparation for hearings and other work products. Finally, the incumbent must possess the ability to assist and troubleshoot computer programs including judicial calendaring systems, docket management software, email, and character recognition and document conversion tools.

To qualify for the position, a person must be a high school graduate or the equivalent. To qualify for the JSP 8 grade, a person must have 2 years of general experience and 3 years of specialized experience.

General Experience

Progressively responsible clerical or administrative experience resulting in a solid knowledge of office clerical practices such as typing, organization of filings, and computer and telephone usage.

Specialized Experience

Progressively responsible experience that involved duties as the principal office assistant to a supervisor managing law-related matters (such as in a legal, insurance, or real estate setting).

Educational Substitutions

Education in a college, university, or secretarial school of recognized standing may be substituted for a maximum of one year of the general experience on the basis of 30 semester (45 quarter) hours equals nine months of experience.

A bachelor's degree from a college or university of recognized standing may be substituted for two years of general experience. Preferably, such degree included courses in law, government, public or business administration or related fields.

Education in a legal or paralegal curriculum may be substituted for a maximum of two years of specialized experience on the basis of one full academic year (30 semester or 45 quarter hours) equals one year of experience. Less than one full year of study will be credited on a pro-rata basis.

PREFERRED QUALIFICATIONS

- Experience with CM/ECF and/or PACER specifically retrieving case files.
- Knowledge and understanding of federal and state court procedures and systems.
- Knowledge of Bankruptcy Code, federal and local rules of practice, regulations, and procedures.
- Bachelor's degree from an accredited university.
- Exceptional customer service and communication skills, both verbal and in writing.
- Strong time management and priority setting skills.

BENEFITS

Judiciary employees get 13 days of vacation for first three years (which increases with tenure), 13 days of sick leave, 11 paid holidays, retirement benefits, and a Thrift Savings Plan (TSP) including a government match of up to 5%. Optional benefits include health and life insurance, dental and vision insurance, long-term care insurance, a Flexible Benefits Program which includes health, dependent care, and parking reimbursement, RTD EcoPass (depending on budget), and an in-house fitness facility. Also included is the Federal Occupational Health (FOH)/Employee Assistance Programs (EAP). Student loan forgiveness is also available to those qualified, pursuant to the terms of the Public Service Loan Forgiveness ([PSLF](#)) program. See the complete list of benefits on our employment [website](#).

HOW TO APPLY

All qualified applicants should submit the following:

- Application form AO78 (Download it [here](#))
- Current resume and cover letter
- Current/former federal employees, please submit a copy of your latest SF50.
- Most recent performance appraisal.

Your application packet must be submitted **as a single pdf document** by email to: cod_hrd@cod.uscourts.gov. Please note "Vacancy Announcement: 2022-01-USBC" in the subject line of the email. Incomplete applications and applications received after the closing date may not be considered.

CONDITIONS OF EMPLOYMENT: Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. This is a High-Sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of an FBI background investigation, credit check and a favorable suitability determination. Investigative updates are required every five years. Employees are required to use electronic funds transfer for payroll deposit. The Court requires employees to adhere to a Code of Conduct as well as specific employee policies and performance expectations.

All new hires are subject to compliance with Courthouse policies pertaining to masks, vaccinations, and testing.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER