

U.S. District Court, Western District of Wisconsin

TEMPORARY JOB OPPORTUNITY

Position Title: Secretary to a Federal Judge **Date:** December 3, 2007
Position Type: Full Time Temporary **Location:** Madison, WI
(Approx. Mid January - late Feb. 2008)
Grade/Salary Range: JSP 7 - JSP 11 (\$35,752 - \$52,512 per year)
Closing Date: Open until filled

POSITION OVERVIEW:

This position is located in the chambers of U.S. District Court Judge John Shabaz. The incumbent performs administrative support services for the Judge.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

Prepares legal documents, correspondence and other materials from dictation or shorthand for the judge's review and signature. Proofreads documents generated by chambers.

Prepares case files and prints electronically filed documents for hearings and trials.

Arranges meetings or other events, including notification to participants and logistical coordination. This includes assisting in the management of judge's calendar by scheduling motion hearings, conferences and sentencings. Serves as a source of information on scheduling conferences, hearings, trials and other case processes.

Monitors caseload through automated case management system (CM/ECF). Retrieve case specific information, docket sheets and electronically filed documents. Monitors cases for filings, deadlines, and inactivity. Reviews information relating to pending cases to ensure that all records and reference material are available for use by the judge and counsel. Keeps judge and immediate staff informed of the progress of cases.

Acts as liaison among the clerk's office, the bar and the judge to ensure that cases proceed smoothly and efficiently.

Receives, screens, and refers telephone calls and personal visitors. Answers routine inquiries and provides assistance to the public as authorized, maintaining the confidentiality of sensitive matters. Inquiries come from many sources, including litigants, members of the bar, court support units, and the media..

Receives, screens, and routes mail to appropriate persons or offices. Receives, prioritizes, and routes all incoming administrative and case-related materials from within the court to appropriate individuals in the office.

Serves as liaison to other offices, including the Administrative Office and the Federal Judicial Center.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS: Minimum of four years clerical or secretarial experience, including at least two years progressively responsible secretarial experience which involved responsibility as the principal office assistant to a supervisor who was dealing with law-related matters (such as might be found in a law, insurance or real estate office).

Proof of citizenship establishing eligibility for employment and satisfactory completion of security background check, including fingerprinting, are required. All judicial employees must adhere to judicial conference regulations and code of conduct.

Skill and ability to manage an executive office in a professional environment. Ability to exercise mature judgment. Skill in written and oral communications, including the writing, editing, and proofreading of documents for spelling, grammar, punctuation, style, abbreviations, and correct legal citation formats. Thorough knowledge of, and skill in using executive office procedures and a variety of other office equipment and applications, primarily **WordPerfect** for word processing. Good knowledge of court rules, policies, and procedures. Ability to maintain confidentiality and interact tactfully with a wide variety of persons. Skill in administrative matters--file maintenance, record keeping, and reporting.

Additional preferred qualifications:

- Paralegal certificate.
- Familiarity with the District Court operations

BENEFITS:

As a temporary position, the limited benefit package includes:

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- Paid federal holidays
- Paid sick leave accruing at the rate of 4 hours every two weeks

APPLICATION: Interested candidates should submit a letter of application, current resume and contact information of at least 3 professional references to:

Human Resources
Office of the Clerk of Court, United States District Court
120 N. Henry Street, Suite 320
Madison, WI 53703
email: hr@wiwd.uscourts.gov

The Court reserves the right to modify or withdraw this announcement without notice.

The U.S. District Court is an Equal Opportunity Employer.