

UNITED STATES DISTRICT COURT

Southern District of Indiana

Indianapolis Division

CHAMBERS JUDICIAL ASSISTANT

Salary: JSP 11/1- JSP 11/10 (\$61,674 - \$80,179)

depending on qualifications and experience

APPLICATION DEADLINE: November 26, 2018

Position may be filled prior to the closing date

The United States District Court is accepting applications for a Judicial Assistant to the Honorable Sarah Evans Barker. Applicants must have excellent administrative, organizational, and professional skills, with the ability to effectively communicate both verbally and in writing. A solid command of office protocol, secretarial practices, and accuracy in grammar, spelling, punctuation and proofreading are required. Applicants should be capable of multi-tasking in a demanding environment where attention to detail, timeliness, and confidentiality are essential. A clear sense of discretion and level headed good judgment are key.

Duties include managing the Judge's daily schedule (in conjunction with the Courtroom Deputy Clerk); making travel arrangements; receiving telephone calls and visitors; receiving, reading, and managing incoming correspondence, including any necessary follow-up as directed by the Judge; setting up and maintaining filing systems; coordinating law school interns' schedules and law clerk administrative tasks; managing communications on behalf of chambers with other court personnel and agency staffs; receiving and hosting visitors to chambers when Judge is otherwise engaged; helping oversee contacts with media as directed by the Judge; and performing a wide variety of administrative functions in support of the Judge and chambers.

QUALIFICATIONS: A minimum of two years of specialized experience in a secretarial or administrative role is required, preferably in a court or legal setting. **Prefer** four to five years of specialized experience in a legal environment with two years or more of college or vocational education. Applicants must have a demonstrated employment history of regular attendance and punctuality. The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others, and foster high ethical standards.

APPLICATION INSTRUCTIONS: Complete instructions and a description of benefits may be found on the Court's website www.insd.uscourts.gov under Employment Opportunities. In order to be considered for this position, candidates must submit the entire application package in the manner prescribed by the instructions. Position may be filled prior to the closing date.

The Court is an Equal Opportunity Employer. Applicants are subject to a complete FBI fingerprint check and background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The United States District Court is a smoke-free environment. Please note that federal judicial employees are governed by certain ethical guidelines that prohibit engaging in any political activities, whether partisan or nonpartisan.