

UNITED STATES DISTRICT COURT

Southern District of Indiana

Indianapolis Division

Vacancy Announcement 24-06

CHAMBERS JUDICIAL ASSISTANT

Salary: JSP 11/1- JSP 11/10 (\$73,218 - \$95,181)

depending on qualifications and experience

APPLICATION DEADLINE: February 9, 2024

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. A sense of humor is a plus!

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.

HOW TO APPLY: Email the following documentation in one PDF document to:

HRsubmit@insd.uscourts.gov

1. Cover letter;
2. Résumé, including email and telephone contact information;
3. Names of references from three work-related sources, including contact information;

4. Completed *AO 78 Application for Judicial Branch Federal Employment*
(application form is on the court website *www.insd.uscourts.gov*)

Be sure to include your surname and the words "Barker – Judicial Assistant" in the email subject line. The deadline for receipt of applications is **Friday, February 9, 2024, 1:00 pm Eastern Time. Faxed and mailed résumés will not be accepted.**

In order to be considered for this position, candidates must submit the entire application package in the manner prescribed by the instructions. Failure to do so may invalidate the application without further acknowledgement from the Court. Some applicants may be invited for an in-person interview. Costs will be borne by the applicant. Applications will be reviewed as they are received, and a selection may be made prior to the Application Deadline.

The Court is an Equal Opportunity Employer. Applicants must be U.S. citizens or eligible to work in the United States. 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 law clerks are governed by certain ethical guidelines that generally prohibit the practice of law and significantly restrict the ability to engage in pro bono legal representation and outside employment. Law clerks also are prohibited from engaging in any political activities, whether partisan or nonpartisan.