

VACANCY ANNOUNCEMENT

POSITION: Judicial Assistant, United States Magistrate Judge

LOCATION: Clarksburg, West Virginia

SALARY: Maximum Salary \$63,629

POSITION OVERVIEW:

The United States District Court for the Northern District of West Virginia, Magistrate Judge John S. Kaull, is recruiting to fill one full-time Judicial Assistant position. The Judicial Assistant to a magistrate judge is responsible for providing secretarial and paralegal assistance to support the magistrate judge's fulfillment of judicial and administrative responsibilities. Applicants must be available to assume duties October 18, 2004.

The applicant selected will perform a wide variety of tasks which will include, but is not limited to, assisting and taking direction from the magistrate judge and law clerk with respect to: case management (NDWV goes live with CM/ECF - electronic case management and filing - paperless files January 1, 2005); the scheduling of consent trials, hearings and other court proceedings; maintaining a comprehensive filing and calendaring system including use of the aforementioned Case Management/Electronic Case Filing system; receiving, screening, and routing mail, telephone calls and other communications with attorneys, jurors in consent cases, court personnel, and the public; preparing correspondence, reports, orders, electronic court minutes of court proceedings, vouchers and other legal or administrative documents for review by the magistrate judge and/or law clerk and other court personnel; managing general activities of the magistrate judge's chambers located in the Clarksburg, WV point of holding court and the courtrooms in both the Clarksburg and Elkins, WV points of holding court or such other locations as the magistrate judge be assigned; review and preparation of proposed reports and recommendations in social security appeal cases under the supervision of the magistrate judge and/or law clerk; managing general activities of the magistrate judge's chambers and courtrooms, including supply requisition, travel arrangements, and equipment maintenance; and other duties as required by the magistrate judge. Some evening and weekend hours may occasionally be required.

QUALIFICATIONS:

To qualify, applicant must be a high school graduate and possess 6 to 8 years of relevant experience with emphasis on social security disability and/ or workers compensation benefits claims. It is possible to substitute some higher education for the general experience requirements. In addition, the applicant must possess the necessary skills and abilities to assist in court proceedings, management of litigation including criminal pre-trial litigation and management of the magistrate judge's chambers in a professional, organized, discreet and impartial manner. Thorough knowledge of legal terminology, excellent grammar skills and familiarity with medical terminology. Familiarity with The Bluebook; A Uniform System of Citation is a plus, but not a requirement. The applicant must also be able to type a minimum of 60 wpm and be proficient in the use of Windows-

based office software programs, including Word Perfect.

The successful candidate must possess the intelligence and initiative necessary to manage priorities and maintain productivity with limited supervision, knowledge of the goals and operations of the federal court system, superior oral and written communication skills, and the ***ability to maintain confidentiality*** both with respect to chambers operations and with respect to case related matters.

Preference may be given to candidates with experience working in: 1) a court or other legal settings and /or 2) offices engaged in social security and/or 3) offices engaged in workers compensation claims litigation and/or 4) other work experience involving extensive review of medical records and /or 5) graduates from an American Bar Association approved paralegal studies program, and those qualified as Certified Legal Assistants or Certified Para-legals by the National Association of Legal Assistants.

REQUIRED AND IMPORTANT INFORMATION FOR APPLICANTS TO KNOW:

The United States District Court requires employees to adhere to a code of Ethics and Conduct. Employees of the Court are at-will employees and are not covered by civil service classifications or regulations. However, employees are entitled to similar benefits as other federal government employees. For information concerning those benefits, you may want to call Judy Shelton (1-304-636-1445 ext. 233). Applicants must be U.S. citizens or eligible to work in the United States. Applicants are subject to a criminal background investigation. This position is subject to EFT (direct electronic deposit of salary earnings). The Court is an equal opportunity employer.

No candidate will be considered in the absence of a personal interview with the magistrate judge and law clerk. This may include a typing test and questioning concerning qualifications.

EMPLOYMENT BENEFITS:

- 10 Federal Holidays
- Retirement Program
- Thrift Savings Program
- 13 Days Annual Leave (increases with service)
- 13 Days Sick Leave
- Optional Health and Life Insurance
- Optional Long Term Disability Insurance
- Optional Long Term Care Insurance
- Optional Health/Dependent Care Flexible Spending Accounts

HOW TO APPLY:

Submit a cover letter including day and evening telephone numbers, current resume, three references (including addresses and telephone numbers of references) and a writing/typing sample by *September 10, 2004* to:

Application: Judicial Assistant - United States Magistrate Judge
Clerk, United States District Court for the Northern District of West Virginia
Magistrate Judge John S. Kaull
Post Office Box 2857
Clarksburg, West Virginia 26302-2857