



United States Bankruptcy Court for the District of Arizona

230 N. First Avenue, Suite 101
Phoenix, Arizona 85003-1706
(602) 682-4000

Vacancy Announcement Announcement #14-03 PHX

Position: Judicial Assistant
Location: Phoenix Office
Position Type: Full-Time Permanent
Salary Range: JSP 9 – 11, (\$49,015 – \$77,093)*
Opening Date: Thursday, February 20 2014
Closing Date: Thursday, March 6, 2014
Term of Employment: May 1, 2014 – December 31, 2015

This is a chambers staff position contingent upon a judge's continued service on the bench as a recalled judge. The Honorable George B. Nielsen, Jr. is seeking a Judicial Assistant for his term appointment as a Recalled U.S. Bankruptcy Judge from May 1, 2014 through December 31, 2015. Funding is provided through the Administrative Office and is currently secured through December 15, 2015.

The JA is an integral part of the judge's staff and must possess outstanding communication and clerical skills to ensure that chambers operations run smoothly and efficiently. The JA must perform a wide range of duties including managing the judge's schedule and correspondence, interfacing daily with the Law Clerk and Courtroom Deputy, ECRO, dealing with members of the bar and the public, maintaining records and assisting with docketing or other case management duties as assigned by the judge.

Applicants should have excellent administrative, organizational, project management and conceptual skills; the ability to effectively communicate verbally and in writing; and a solid command of office protocols and administrative practices. Ability to create, modify and edit Word documents such as orders and decisions. Accuracy and attention to detail in grammar, spelling, punctuation and proofreading are a must.

Applicants should have a demonstrated ability to maintain a high level of confidentiality and discretion, the ability to work independently, take direction well and exercise good judgment. Legal research and/or cite-checking skills and familiarity with legal databases, such as Westlaw. Knowledge of the CM/ECF System is required.

Qualifications:

Incumbent must be a high school graduate or equivalent, with at least two years general experience plus two years of specialized experience in court related matters. Incumbent must possess knowledge of federal and local bankruptcy rules, legal terminology and legal documents. Thorough knowledge of courtroom proceedings and applicable requirements.

How to Apply:

Submit a cover letter that details your interest in the position and related work experience and resume by e-mail to: annette_fischer@azb.uscourts.gov (Include Announcement No. 14-03 PHX on your application.)

*Any promotions are subject to approval by the Administrative Office of the U.S. Courts.

The United States Bankruptcy Court District of Arizona
is an Equal Opportunity Employer.