

UNITED STATES BANKRUPTCY COURT
Southern District of Indiana
New Albany Division

CHAMBERS JUDICIAL ASSISTANT
Salary: JSP 10 - 11 (\$55,720 - \$79,586) dependent on qualifications and experience
APPLICATION DEADLINE: April 5, 2019

The United States Bankruptcy Court is accepting applications for an experienced Judicial Assistant to a new Bankruptcy Judge. The position will be based in New Albany. The incumbent will serve as an assistant to the Judge assuming responsibility for management and administration of the Chambers. Applicants should have excellent administrative, organizational and professional skills with the ability to communicate effectively both orally and in writing. A solid command of 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.

Duties include making travel arrangements; ordering supplies; monitoring the Judge's calendar; coordinating staff responsibilities; receiving telephone calls and visitors and personally resolving questions requiring full knowledge of the business of the court; receiving and reading incoming correspondence; setting up and maintaining filing systems; assisting with case management; and performing a wide variety of administrative functions in support of chambers and the court.

QUALIFICATIONS

A minimum of two years of specialized experience in progressively responsible secretarial or administrative roles. Prefer four to five years of specialized experience in a legal environment with two years or more of college or vocational education. Paralegal experience and/or a paralegal degree is preferred. Dependability with a commitment to regular attendance and punctuality is a highly regarded characteristic. The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others, and foster high ethical standards.

HOW TO APPLY

Resumes should be mailed to: HRDept@insb.uscourts.gov. E-mailed documents must be in Word or PDF format. Zip files will not be accepted. Due to the anticipated number of applications, only the best qualified applicants will be contacted for a personal interview. **Faxed and mailed résumés will not be accepted. The application deadline is April 5, 2019.**

In order to be considered for this position, candidates must submit their resume in the manner prescribed above.

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 Bankruptcy 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.