



Employment Opportunity (20F01)

Judicial Assistant (part-time) JSP 9-11

Flint, Michigan

OVERVIEW The United States Bankruptcy Court for the Eastern District of Michigan serves the eastern half of the lower peninsula. Court offices are located in Detroit, Flint and Bay City. The part-time judicial assistant in Flint (20 hours per week) provides high-level administrative support by preparing reports, handling information requests, conducting research and performing clerical functions such as preparing correspondence, coordinating conference calls, scheduling meetings, arranging travel and receiving visitors. Applicants must have substantial experience as an executive secretary to a judicial officer, lawyer or other high-level executive dealing with law-related matters. The work requires excellent organizational skills, strong communication skills, and an ability to handle the full range of executive legal secretarial duties.

Principal Areas of Responsibility include: make travel arrangements; order supplies; monitor the Judge's calendar; coordinate staff responsibilities; receive telephone calls and visitors; receive and process incoming correspondence; set up and maintain filing systems; prepare statistical data reports required for the judge; answer general inquiries from knowledge of judge's activities and office operations; handle administrative matters in chambers; type in final form the judge's material, including correspondence, memoranda, reports, legal documents, statistics and other items; check citations to ensure accuracy; screen and process incoming mail and handle routine matters; maintain the judge's personal calendar; schedule, change and cancel appointments as directed; arrange meetings and conferences for the judge and support personnel; maintain stock of office supplies; arrange business travel itineraries and reservations; assist members of the chambers staff; and perform errands and other functions as assigned by the judge.

EXPERIENCE REQUIRED To meet the minimum requirements, applicants must be a high school graduate or equivalent and have two years of general clerical experience plus at least four years of specialized lead secretarial experience to a management professional in a legal or financial related field.

An undergraduate degree may be substituted for two years of general clerical experience.

Education in a legal/paralegal curriculum may be substituted for a maximum of two years of specialized experience based on one full year equaling one year of specialized experience.

CONDITIONS OF EMPLOYMENT Appointment will be considered provisional pending the successful completion of an FBI background investigation. Applicants must be US citizens or be eligible to work for the federal government. Employees of the Federal Judiciary are hired as "excepted service" appointments and are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants upon request.

TO APPLY Please download an Application for Judicial Branch Employment from the court's website at www.mieb.uscourts.gov (Home Page > Court Info > Employment Opportunities). Qualified applicants should submit the completed application and a résumé on or before **October 9, 2020** to:

The Honorable Joel D. Applebaum
US Bankruptcy Court
226 West Second Street
Flint, MI 48502

Only those applicants selected for interview will be contacted. The court will not reimburse an applicant for interview related expenses.



An Equal Opportunity / EDR Employer

All appointments subject to mandatory electronic funds transfer