

# Notice of Career Opportunity

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## United States District Court Eastern District of Missouri



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<b>Posting Date:</b>	06/18/2024
<b>Vacancy Number:</b>	JA-0624
<b>Position Title:</b>	Judicial Assistant to U.S. District Judge Henry E. Autrey
<b>Salary Range:</b>	JSP 7: \$50,204- JSP 10: \$67,624 with future promotion potential to the JSP 11: \$74,299 (Starting salary dependent on qualifications and experience)
<b>Position Location:</b>	St. Louis, MO
<b>Closing Date:</b>	Open until filled.

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### Position Summary

The position is Judicial Assistant to the Honorable Henry E. Autrey. The position will begin on or after 9/1/2024. The position is located in St. Louis, MO. This position is full-time and is an in-office position.

The Judicial Assistant (JA) is a staff member in the Judge's chambers. The successful candidate will be professional, organized, proficient in writing and editing, have a pleasant and positive attitude, and the ability to act as the institutional memory of a small office with a staff of the Judge and law clerks. The candidate will possess the initiative to ensure the smooth-running of operations of the Judge's chambers.

The JA will provide a variety of administrative legal secretarial support services including receiving and assisting visitors; answering and screening phone calls; preparing correspondence and reports; helping the Judge manage his involvement with various judicial committees and events; coordinate the Judge's personal travel schedule, and maintain the office's functionality, from ordering supplies to coordinating technical assistance.

The JA is responsible for the administrative aspects of scheduling the Judge's court docket and the Judge's calendar. Other administrative duties include performing case checks for potential conflicts of interest, organizing calendar materials, acquiring and returning court records, reminding clerks of critical deadlines, maintaining any necessary databases, making travel arrangements, preparing travel vouchers, filing, collecting, and submitting information for various required annual disclosures. The JA is also responsible for the preparation and submission of the Judge's periodic transaction reporting and annual financial disclosure and related conflict and recusal lists. The JA drafts various scheduling orders for the Judge. The JA reviews daily informals and prepares any necessary orders.

## Qualifications

- Associate's degree or Bachelor's degree from an accredited college or university preferred but not required.
- Two years of secretarial or legal processing experience.
- Must possess a strong legal, administrative, or paralegal background. Excellent command of English grammar and spelling.
- Excellent organization, communication, and administrative skills.
- Computer proficiency with word processing, email, legal research, and database maintenance. Will coordinate with the court's tech support.
- Proficiency with making travel arrangements and submitting expense reports.
- Ability to work collegially in a small working environment.
- Integrity, character, and good judgment.

\*Salary: Depending on qualifications and experience:

- For grade JS 7: 2 years of general work experience, plus 2 years of specialized work experience (legal, paralegal, or law office work).\*\*
  - For grade JS 8: 2 years of general work experience, plus 3 years of specialized work experience (legal, paralegal or law office work).\*\*
  - For grade JS 9: 1 additional year of specialized work experience.\*\*
  - For grade JS 10: 2 additional years of specialized work experience.\*\*
- \*\*A college degree may be substituted for general work experience; legal or paralegal training may be substituted for up to 2 years of specialized work experience.

## Benefits

In addition to paid federal holidays, benefits for this judicial assistant position include federal employees' group health, dental, vision and life insurance, flexible spending accounts (for medical and dependent care expenses), a commuter or parking subsidy, a Thrift Savings Plan ("TSP"), and a retirement plan. Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are at will and can be terminated with or without cause. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

## Background Investigation Requirements

The selectee considered for this position is required to undergo an FBI Background Check and/or Investigation and social media inquiry as a condition of employment. The selectee may be appointed provisionally, and retention will depend upon favorable suitability determination of the background investigation.

## Application Procedure and Information

Applicants must be United States citizens or eligible to work in the United States. Appointment is contingent upon providing proof of United States citizenship or proof of authorization to work in the United States as required by the Immigration Reform and Control Act of 1986. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are at will and can be terminated with or without cause. Qualified persons are invited to submit:

- \* current résumé,
- \* completed application for judicial branch employment, form AO-78 (available at <http://www.uscourts.gov/forms/AO078.pdf>) \*current employees are not required to complete the AO-78 unless selected.
- \* letters of recommendation may be submitted but are not required.

Application materials may be e-mailed with **JA-0624** in subject to [MOED\\_Employment@moed.uscourts.gov](mailto:MOED_Employment@moed.uscourts.gov)

Only candidates selected for an interview will be contacted. Interviews may be conducted by Zoom video teleconference or in person. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Appointing Judge may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

*Equal Opportunity Employer*