

**UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF NEW YORK  
POSITION VACANCY 16-02**

**POSITION:** Judicial Assistant  
Full-time

**LOCATION:** Buffalo, NY

**POSITION  
AVAILABLE:** February 1, 2017

**APPLICATION  
CLOSING DATE:** November 30, 2016, or until filled

**SALARY:** JSP Grade 10 (\$55,321 - \$71,981 per annum)  
Starting salary commensurate with experience and education, and competitive factors;  
promotion potential to JSP 11, without further competition based on eligibility.

***Position Overview***

The United States Bankruptcy Court for the Western District of New York is seeking a Judicial Assistant to provide administrative support for a federal bankruptcy judge. The representative duties include but are not limited to:

Oversee the daily chambers operations; receive, screen and refer telephone and in-person callers; answer general inquiries from knowledge of judge's activities and office operations; maintain judge's schedule, coordinate meetings and conferences, and make travel arrangements; prepare orders, correspondence, reports, legal documents, meeting agenda, meeting minutes, and other items; maintain and utilize audio recording equipment to record official court records of all court proceedings conducted by the judge; prepare hearing minutes, utilize the electronic case management system for electronically filing and document retrieval.

***Court Preferred Qualifications***

Preference will be given to candidates possessing a juris doctorate degree. Familiarity with the Bankruptcy Court's electronic case management system desired.

The successful candidate must possess good judgment, maturity and tact; be dependable, responsible and maintain confidentiality; demonstrate initiative and problem solving ability; be able to work quickly and harmoniously with others in a team-based environment; present a poised, professional appearance and demeanor at all times; and exhibits exceptional ability to communicate and relate to coworkers and others with professionalism and integrity. This position requires superb organizational, people and time management skills with the ability to manage many changing priorities and demands at the same time.

***Qualifications***

Minimum requirements: high school graduation or equivalent; placement at grade 10 requires a minimum of two years general experience plus a minimum of five years specialized experience.

**General Experience:** Progressively responsible clerical or secretarial experience which provides a good knowledge of office clerical practices such as filing, telephone usage, and typing.

**Specialized Experience:** Progressively responsible secretarial experience which involves responsibility as the principal office assistant to a supervisor who was dealing with law-related matters.

***Benefits***

Federal benefits include: health, life, dental, vision, and long term care options; Federal Employees Retirement System (defined benefit retirement); matching, tax-deferred and/or Roth Thrift Savings Plan (defined contribution participation in optional Transit Subsidy Program).



### ***Information for Applicants***

Resumes will not be accepted by fax or email. Applicants must submit a detailed résumé, AO78 Application for Judicial Branch Federal Employment (available at [www.uscourts.gov](http://www.uscourts.gov)), along with a cover letter to: U.S. Bankruptcy Court, Attention: Vacancy 16-02, 250 Olympic Towers, 300 Pearl Street, Buffalo, New York 14202.

The United States Bankruptcy Court requires employees to adhere to a Code of Conduct which is available on the court's web site at [www.nywb.uscourts.gov](http://www.nywb.uscourts.gov). Only qualified applicants will be considered for this position. Applicants selected for interviews may be required to provide copies of educational degrees, certifications, references and salary history. Applicants must be U.S. citizens or eligible to work in the United States.

As a condition of employment, the candidate selected for this position will be subject to a background investigation. Additionally, this position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees. All employees of the U.S. Bankruptcy Court are EXCEPTED SERVICE appointments. Excepted service appointments are "at will," and as such, can be terminated with or without cause by the court. The selected applicant must satisfactorily complete a probationary period. The employing agency reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice.

***The U.S. Bankruptcy Court for the Western District of New York is an Equal Opportunity Employer.***