



**United States Bankruptcy Court  
Eastern District of Pennsylvania  
Vacancy Announcement**

**Position: Judicial Assistant to Judge Jean K. FitzSimon  
Announcement Number: 2018-03  
Opening Date: July 18, 2018**

**Location: Philadelphia, PA  
Closing Date: Open Until Filled**

**This is a Part-time (20 hrs/week) Temporary Appointment  
(Qualified Applicants Will Be Immediately Contacted For An Interview)**

**SALARY RANGE**

Salary ranges from \$44,670 (JSP 7/1) to \$85,946 (JSP 11/10).  
**Starting salary commensurate with qualifications and legal work  
experience.**

**POSITION OVERVIEW**

Bankruptcy Judge Jean K. FitzSimon seeks a part-time (20 hours per week) judicial assistant for the period of September 14, 2018 through June 30, 2020. The judicial assistant is responsible for providing administrative duties that support the daily operations of chambers. These duties include managing and assisting with the judge's calendar; scheduling travel arrangements and generating travel reimbursement vouchers; reviewing drafts, editing orders; and providing administrative support to the judge and two law clerks.

**DUTIES AND RESPONSIBILITIES**

The selected candidate will perform various administrative duties in support of the judge and the two law clerks.

Specific duties include:

- Receive, screen and refer telephone calls and visitors;
- Respond to oral and written inquiries via telephone calls or written correspondence;
- Receive, review and route mail to appropriate destination;
- Receive, review, edit and process electronic orders submitted for docket entry;
- Draft orders pursuant to judge's instructions
- Calendar the judge's daily schedule; change and cancel appointments as directed; arrange business travel itineraries, including plane tickets, lodging, auto rental; complete travel vouchers;
- Assist with managing case flow by tracking pending cases;
- Administer chambers logistics, including ordering supplies, organizing and maintaining the chamber's library;
- Maintain records and assist with docketing or other case management duties

- as assigned by the judge or the law clerks;
- Handle administrative matters, including, but not limited to, preparation and submission of certain annual reports, and correspondence, Non-Case Related Travel Report, Matters Under Advisement Report, Financial Disclosure Report;
- Type the judge's hearing notes in VCal;
- Organize and maintain chambers filing system;
- Performs other functions as assigned by the judge or career law clerks.

## **REQUIREMENTS**

- Excellent administrative and organizational skills;
- Must be proficient in office management and have communication and organizational skills;
- Applicant should have knowledge of legal documents and terminology;
- The position requires knowledge of business formats, excellent grammar, punctuation, spelling, and ability to prepare legal materials;
- Applicant should have skill in assisting with planning, organizing, and handling logistical arrangements for travel, meetings, and conferences;
- Applicant should have strong knowledge of and skill in using personal computers and applications, such as word processing, spreadsheets, e-mail and the internet.

## **QUALIFICATIONS**

- High school diploma or equivalent is required. A bachelor's degree or paralegal certificate is preferred;
- At least two years progressively responsible general clerical or administrative experience as the principal office assistant to a supervisor who was dealing with law-related matters;
- Knowledge of and skill in the use of applicable automated systems, including Windows, Microsoft Word, WordPerfect, Adobe;
- Familiarity with CM/ECF is preferred.

## **BENEFITS**

- Paid vacation and paid sick leave
- Optional participation in choice of health plans, dental and vision insurance programs, group life insurance program, long term care insurance, and optional participation in a pre-tax flexible spending account plan for commuter reimbursement, and dependent care and medical expenses not covered by health insurance
- Participation in the Federal Employee Retirement System (FERS)
- Optional participation in the Thrift Savings Plan with matching contributions (similar to a 401K)
- Public Transit subsidy as the budget permits
- 10 paid holidays per year

## **HOW TO APPLY**

Please email the following documents in .PDF format to: [Anna\\_Marks@paeb.uscourts.gov](mailto:Anna_Marks@paeb.uscourts.gov)

- Cover Letter
- Detailed Resume

## **ADDITIONAL INFORMATION**

- Applicant must be a citizen of the United States or be authorized to work in the United States.
- Employees of the United States Bankruptcy Court are “At-Will” employees and can be terminated with or without cause by the Court. Employees must adhere to a Code of Conduct for Judicial Employees.
- Selected candidate will be subject to a background check as a condition of employment. Employment will be considered provisional until the background check is completed.
- The Court will not reimburse candidates for travel in connection with interview or pay for any relocation expenses.
- Payment of net salary is subject to mandatory electronic fund transfer (direct deposit) to a financial institution.
- The Court reserves the right to modify the conditions of this announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for interview. If you are not notified, another applicant was selected.

**THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER**