



**Office of the Clerk  
District of Nevada**

**EMPLOYMENT OPPORTUNITY**

**Position Title: JUDICIAL ASSISTANT**

Announcement Number:	24-02-09NVB
Date of Announcement:	April 9, 2024
Closing Date for Applications:	Open Until Filled (First application review scheduled for April 22, 2024)
Location of Position:	Reno, Nevada
Classification Level/Salary Range:	JSP 9- JSP 11 (\$60,115 - \$82,430) (Starting salary subject to qualifications)

The position is in the U.S. Bankruptcy Court in Reno, Nevada. The judicial assistant is responsible for providing executive level administrative and clerical support to the Judge. He/she will manage the Judge's chambers, including but not limited to assisting with judicial activities, handling correspondence/reporting, telephonic and email communications, and interacting with the U.S. Bankruptcy Court Clerk's staff, attorneys, and public.

**Overview of Duties.** Manage day-to-day operations of chambers which includes maintaining the Judge's calendar, receiving, screening, and referring phone calls, drafting judicial correspondence, and processing incoming chambers mail.

Calendar and monitor deadlines, prioritize tasks, and determine need for action by the Judge. Prepare weekly hearing calendars and monthly duty judge calendars and compile hearing notes and necessary pleadings for court hearings. Perform functions in the court's case management and filing system. Make travel arrangements and prepare travel reimbursements for the Judge, file various reports (financial disclosures and non-case-related travel), and serve as liaison to all other court support units on the Judge's behalf.

Perform other duties as assigned.

**Mandatory Qualifications.** To qualify for a position as Judicial Assistant to a U.S. Bankruptcy Court Judge at the minimum JSP level of 9/01, the applicant must be a high school graduate or equivalent and have 2 years of general experience and 3 years of legal experience for a total of 5 years of experience.

*General Experience:* General secretarial experience providing significant knowledge of office clerical practices such as filing, telephone usage, proof-reading, formatting, and proficiency with Microsoft Word, Excel, TEAMS, and Zoom.

*Specialized Experience:* Responsibility as an executive assistant to a supervisor dealing with law-related matters.

Able to manage multiple projects and priorities with strict deadlines in a fast-paced environment.

Exhibit the highest standards of excellence and integrity as well as curious, professional, and cooperative attitude.

Able to handle sensitive information and maintain confidentiality.

Possess excellent customer service and interpersonal skills, verbal and written communication skills, attention to detail and ability to work with minor supervision.

**Preferred Qualifications.** Familiarity with the federal court Case Management/Electronic Case Files (CM/ECF) or Pacer electronic docketing system or Chambers Automation Program (CHAP), and/or an understanding of the operational processes in a court environment.

**Information for Applicants.** Benefits include participation in health, life, and long-term disability insurance programs; participation in a retirement program; paid holidays; and annual and sick leave accrual.

Employees of the U.S. Bankruptcy Court are EXCEPTED SERVICE appointments. Excepted Service appointments and Temporary NTE (not to exceed a specific date) appointments are "AT WILL" judicial employees, and as such, can be terminated with or without cause by the Court. Federal Government Civil Service classifications or regulations do not apply to U.S. Bankruptcy Court employees. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

ALL applicant information is subject to verification.

Due to the volume of applications received, the Court will only communicate with those applicants who may be interviewed based upon information given in completed applications for open positions.

The final candidate will be subject to a background investigation with law enforcement agencies.

Travel expenses for interview or relocation expenses will not be paid.

All new employees of the U.S. Courts must identify a financial institution for direct deposit of pay before appointment.

**How to apply: You may obtain an Application for Employment form at “[www.nvb.uscourts.gov](http://www.nvb.uscourts.gov)” and apply via email to [hr@nvb.uscourts.gov](mailto:hr@nvb.uscourts.gov) or mail to:**

**Human Resources Department  
UNITED STATES BANKRUPTCY COURT  
Attn: Human Resources  
300 Las Vegas Blvd. South  
Las Vegas, Nevada 89101**

**Application Deadline:** Open Until Filled. First application review is scheduled for April 22, 2024.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. In the event a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the court may elect to select a candidate from the applicants who responded to the original announcement without posting the position. The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative.

**\*\*\*AN EQUAL OPPORTUNITY EMPLOYER\*\*\***