

Judicial Assistant to U.S. Circuit Judge

A U.S. Circuit Judge on the Court of Appeals for the Eighth Circuit is seeking qualified applicants for a Judicial Assistant in Omaha, NE. The JA is an integral part of the Circuit Judge's staff and is directly responsible for assisting the Circuit Judge and Chief of Staff with an extensive variety of professional legal, administrative and management tasks. Applicants with law or paralegal degrees may be assigned additional legal tasks. Salary range \$50,598 - \$79,586 a year, depending on qualifications and experience.

The JA is responsible for the daily operation of chambers and must manage the judge's schedule and correspondence, maintain records, assist with docketing, answer the phone, and interface daily with judges, law clerks, and other court personnel.

The ideal candidate will have proven work experience in an administrative position. General knowledge of court procedures desired. Must display a pleasant, positive attitude with a team focus. Must possess outstanding communication and interpersonal skills. Must be able to work independently, display initiative, good judgment, professionalism, follow-through, organizational skills, the ability to multi-task, and a strong work ethic. High school diploma or the equivalent required (college degree or paralegal certificate preferred). Demonstrated skill using computers and applications, such as word processing, spreadsheets, e-mail and the internet. Some travel required.

For consideration, submit a detailed cover letter, detailed resume, and contact information for three professional references to: Judge_Grasz_Employment@ca8.uscourts.gov or

United States Court of Appeals
Attn: Applications
Roman L. Hruska United States Courthouse
111 South 18th Plaza, Room 4303
Omaha, NE 68102

The U.S. Court of Appeals is an Equal Opportunity Employer.