

**Notice of Career Opportunity
The United States Court
Western District of Missouri**

Position: Administrative Assistant
Location: Kansas City, Missouri
Salary: CL 26 (\$41,786 - \$67,951) (based on experience, qualifications and/or current grade)

Open: July 12, 2013

Close: July 26, 2013



The United States Court for the Western District of Missouri is seeking an Administrative Assistant for the Mediation and Assessment Program (MAP) (formerly known as the Early Assessment Program or EAP). The person holding this position will work in Kansas City, Missouri, supporting the Director of the MAP (formerly known as the EAP Administrator). The MAP Director is responsible for overseeing and/or conducting the mediations of most all civil cases filed in the Western District which includes three divisional offices. Current federal employees from other Districts who are willing to relocate are welcome to apply, and all applicants should visit www.mow.uscourts.gov for general information about the Early Assessment Program.

Position Description

The Administrative Assistant will report directly to and provide assistance for the MAP Director in ensuring the efficient operation of the Mediation and Assessment Program and the orderly flow of case processing. In addition to extensive assistant duties, detailed database management and occasional event planning and travel arrangements, the successful applicant will be responsible for frequent communications with judicial officers, mediators, parties and members of the bar.

Primary Duties

Duties of the Administrative Assistant include but are not limited to the following:

- Reviewing, inputting and disseminating mail, email and facsimiles; answering calls to the MAP office and placing calls from the MAP office; and responding to requests for alternative dispute resolution information and materials.
- Assisting with ongoing input, design and maintenance of the MAP database; and executing timely and accurate collection and input of data for the MAP.

- Noticing and setting cases for teleconferences, mediations and other MAP-related events; managing numerous calendar items; and reviewing and following up on cases assigned to the MAP.
- Handling hospitality functions for mediations and other MAP functions, including frequent interaction with courthouse guests.
- Maintaining files and records, in either hard copy or electronically, as appropriate.
- Planning and coordinating MAP events, meetings and CLEs.
- Assisting with management of and updating of MAP materials on the Court's external website.
- Preparing, editing and proofreading correspondence, reports, spreadsheets and PowerPoint presentations.
- Conducting research and assembling and analyzing data for case management and to prepare reports and presentations.

General Qualifications

The Western District is looking for an administrative professional dedicated to providing the highest levels of administrative support and customer service to the MAP while being able to maintain strict confidentiality.

The District is also searching for a candidate who has the ability to adapt to any environment, to multi-task and to keep materials and tasks organized while maintaining attention to detail and deadlines.

Specific Qualifications

- A minimum of five years administrative experience or project management experience.
- A high school diploma (bachelor's degree preferred).
- Advanced-level knowledge of all Microsoft Office Applications, including Word, PowerPoint and Excel.
- Strong verbal skills and the ability to communicate diplomatically with all groups, from the public to colleagues to judicial officers.
- Excellent writing skills.
- Experience with court computer programs including but not limited to CM/ECF which track all ADR-related events highly desirable.

- Prior experience with event, meeting or conference planning desirable.
- Prior experience with PowerPoint presentations and web content management highly desirable.
- Legal experience helpful but not required.

Application Procedure

Applicants should submit the following:

- A cover letter;
- A detailed resume;
- A list of references; and
- The completed AO-78 Application for Judicial Branch Federal Employment (<http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>)

Materials should be submitted no later than 5:00 p.m. CDT on July 26, 2013 to:

Michele Nelson
U.S. District Court
Charles Evans Whittaker Courthouse
400 East 9th Street, Room 1510
Kansas City, MO 64106
Email: michele_nelson@mow.uscourts.gov

Only qualified applicants who submit all of the items listed above will be considered for this position. Applicants who do not provide all items will not be considered. As a condition of employment, the selected candidate will be subject to an FBI background check. Employment will be considered provisional until the FBI background check is completed. The Court is not authorized to reimburse expenses for relocation. Only those candidates selected for an interview will be contacted. The Court reserves the right to modify the conditions of this job announcement. The Western District of Missouri is an equal opportunity employer and values diversity in the work place.