

UNITED STATES BANKRUPTCY COURT

DISTRICT OF ARIZONA

230 N. 1ST AVENUE, PHOENIX, AZ 85003



JOB TITLE: Temporary Judicial Assistant (JS-11)

Department:	Judicial Chambers	Vacancy #:	25-06
Location:	Phoenix, AZ (in-office)	Travel Required:	None
Salary Range:	\$37.18/hour	Position Type:	Temporary
Date Posted:	July 3, 2025	Closing Date:	Open Until Filled

Preference will be given to applications received before July 11, 2025.

INTRODUCTION

The U.S. Bankruptcy Court | District of Arizona is looking for a **temporary** Judicial Assistant to join our Judicial Chambers team in Phoenix, AZ!

This appointment will be approximately August 4, 2025 – September 12, 2025. The timeframe is fluid based on the exit and return of the position's incumbent but will last about six (6) to eight (8) weeks. This is subject to extension should the court and incumbent agree.

The Judicial Assistant reports directly to the Honorable Brenda Martin and is responsible for day-to-day operations of chambers and performs administrative and legal duties as assigned by the Judge. The ideal candidate will display initiative, good judgment, professionalism, organizational skills, and the ability to multi-task, and will readily adapt to changing priorities and demonstrate strong work ethics.

REPRESENTATIVE DUTIES

The representative duties are intended to provide general examples of major duties and responsibilities that are performed by this position and do not reflect all duties assigned.

- Review legal documents assigned by the judge for completeness and accuracy.
- Compose and prepare correspondence, procedural orders, and documents that may require substantial research or analysis.
- Identify unique matters and undertake special handling requirements.
- Oversee daily operations and maintenance of the office and support the chambers staff as required, including monitoring caseload and deadlines.
- Maintain judge's calendar, including checking availability and setting reminders.
- File orders, notices, and opinions in the court's electronic filing system.
- Screen cases for potential conflict and maintain recusal list.

- Ensure all administrative tasks and requirements are handled correctly, in proper format and on a timely basis.
 - Screen and route incoming mail, e-mail communications, telephone calls and messages, and answer general inquiries.
 - Make travel arrangements, prepare travel itineraries, secure transportation, hotel and car reservations, and prepare travel vouchers for reimbursement.
 - Handle routine office matters, including maintaining and ordering office supplies and equipment.
 - Facilitate visitors to Chambers.
 - Other duties, as assigned.
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POSITION QUALIFICATIONS

Knowledge

- Knowledge of Teams and Zoom use for video conferencing
- Knowledge of Microsoft Word, Excel, and other computer programs
- Knowledge of office clerical practices, such as filing, telephone usage, and typing
- Knowledge of legal terminology and court processes is desired
- Knowledge of the Court's Case Management Electronic Case Filing System (CM/ECF) a plus

Skills

- Skilled in communicating with others via oral or written communication
- Skilled in editing and proofreading
- Skilled in organization and interpersonal qualities

Abilities

- Ability to multi-task and manage several projects
- Ability to understand material contained in legal opinions and orders
- Ability to make revisions under time constraints as required
- Ability to exercise a high degree of interpersonal skill in dealing with court staff, other judicial chambers, federal agency officials, and the public
- Ability to exercise discretion and maintain confidentiality

Minimum Education and Experience

- High School Diploma or equivalent
- Minimum of two years' clerical or secretarial experience

Preferred Education and Experience

- Bachelor's Degree
 - Previous experience in the federal or state judiciary, or within the legal profession
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PRE-HIRE REQUIREMENTS

- **Security/Background Investigation:** The chosen applicant will be required to undergo a background investigation, including fingerprints, and will be provisionally hired pending the results of the background check.

POST HIRE REQUIREMENTS / CONDITIONS OF EMPLOYMENT

- **Citizenship:** The chosen applicant must be a citizen of the United States or a permanent resident working towards citizenship, legally eligible to work in the United States.
- **Code of Conduct:** All employees are required to adhere to the Code of Conduct for Judicial Employees
- **At-Will Employment:** The U.S. Courts are considered an at-will employer and service appointments may be terminated at any time with or without cause

APPLICATION PROCESS

To apply for this temporary position, qualified candidates must submit their updated resume to **azbrecruitment@azb.uscourts.gov**.

The U.S. Bankruptcy Court | District of Arizona is an Equal Opportunity Employer. We value diversity and are committed to equity and inclusion in our workplace. The Court encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.

Due to the volume of applications received, only applicants who are tested and/or interviewed will receive a written response regarding their application status.