



U.S. District Court, District of Arizona

Career Opportunity # 26-25

Administrative Assistant

Position Type:	Full Time, Regular
Salary Range:	\$51,633 - \$83,960 Starting salary depends on qualifications and experience
Job Grade:	CL 25
Open Date:	4/21/2026
Closing Date:	Open until filled <i>Preference given to applications received by 5/05/2026</i>
Location:	Phoenix, Arizona

POSITION OVERVIEW

The Administrative Assistant is part of the Pro Se Staff Attorney's Office within the Clerk's Office. The Administrative Assistant is responsible for supporting the efficient administration and processing of pro se prisoner cases through collaboration, data analysis, and training development. The incumbent reports to the Supervisory Staff Attorney.

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.

- Prepare form letters, reports, notices, and other correspondence from templates, notes, and dictation. Maintain correspondence files and records.
- Receive, screen, and route incoming mail to appropriate persons or offices. Prioritize and route all internal communications throughout the court unit as appropriate. Process outgoing mail, including mail requiring special handling.
- Maintain, update, and track paper and electronic files; scan, copy, file, stamp, locate files and documents, make copies, and deliver documents to staff.
- Schedule appointments, arrange meetings, and maintain staff calendars.
- Work closely with the Staff Attorneys' Office, case management supervisors, case administrators, chambers, and others to identify and solve procedural problems and impediments to the processing of pro se prisoner cases.
- Maintain data integrity by running and analyzing reports to track case flow and identify specific types and categories of errors.
- Develop training for clerk's office, chambers staff, and the pro bono panel regarding pro se/prisoner cases.
- Create and maintain spreadsheets and other data compilations regarding prisoner cases.
- Report matters regarding the office's physical needs (such as heating, cooling, lighting, and cleaning).
- Participate in special projects related to administrative service functions.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Applicants must be a high school graduate or equivalent and possess two years of general experience. One year of specialized experience at the CL 24 or equivalent.

General experience is defined as progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Specialized experience is defined as progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, procedures involving use of automated case management systems resources systems use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters of personnel/payroll operations.

PREFERRED QUALIFICATIONS

Preference given to those with a bachelor's degree and experience working in a legal environment.

HOW TO APPLY

Please visit our website at <https://www.governmentjobs.com/careers/azduscourts>.

Applications are only accepted on our website.

Applicants must submit the following with their online application:

- Cover letter that supports your work experience as it relates to the position.
- Resume that includes complete work and salary history, and education.
- Your two most recent performance evaluations (strongly preferred).
 - Letters of recommendation may be substituted if no evaluation is available. One letter of recommendation must be from a current or recent supervisor.

Attachments should be submitted only as Microsoft Word or Adobe Acrobat (PDF) documents. Other formats are **not** acceptable.

Applications will be considered complete when the online application and all required attachments (in proper format) are received by the Human Resources Division. Applications and/or attachments received after the closing date may not be considered.

SUMMARY OF BENEFITS

Federal benefits include, but not limited to:

- Up to 13 days paid annual leave per year for the first 3 years of employment; 20 to 26 days per year thereafter (dependent upon the length of federal service).
- 11 paid holidays per year.
- 13 days of paid sick leave per year.
- Up to 12 weeks paid maternity/paternity leave, if qualified.
- Excellent retirement package
 - Mandatory participation in the Federal Retirement System (FERS) and Social Security programs.
 - Optional Thrift Savings Plan (TSP), a 401(k)-styled program with a matching component of up to 5%, with diversification control.
- Full extension of health benefits.
 - Optional participation in the federal health insurance program of your choice (no waiting period).
 - Optional vision and dental insurance programs of your choice (no waiting period).

- Optional participation in a flexible spending program for health and/or dependent care.
 - Optional participation in group life insurance.
 - Transit Subsidy.
- On-site fitness center.
- Flexible schedule options.

For additional information, please visit www.uscourts.gov/careers/benefits.

APPLICANT INFORMATION

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that 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.

Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under “Excepted Appointments” and are considered “at will” employees (except for probation officers who may be removed for cause). Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.

The initial appointment to this position is provisional pending the successful completion of the required background checks and/or investigations.

The U.S. District Court is a drug-free workplace and the applicant selected will be required to participate in a drug screening test prior to employment.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Participation in the interview process will be at the applicant’s own expense and relocation expenses will not be provided.

All promotions are subject to the approval of the Administrative Office of the U.S. Courts.

The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).

Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. §1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below. Under 8 U.S.C. §1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

The U.S. District Court, District of Arizona is an Equal Opportunity Employer