

Office of the Circuit Executive
United States Courts
for the
District of Columbia Circuit

(202) 216-7340
(202) 273-0331 Fax

Room 4726
E. Barrett Prettyman United States Courthouse
333 Constitution Avenue, N.W.
Washington, D.C. 20001

Administrative Technician

Position Description - The Office of the Circuit Executive for the D.C. Circuit is accepting applications for the position of Administrative Technician. The incumbent sorts, opens, inspects, processes, and delivers incoming mail for the U.S. Court of Appeals, the U.S. District Court, the U.S. Bankruptcy Court, the Circuit Executive's Office, the Circuit Library, and the U.S. Probation Office. The incumbent works closely with court staff from each court unit and court security officers.

Work is performed in the courthouse mailroom. Wearing protective clothing is a requirement of the job. Lifting heavy mail bins, boxes, and other delivered items is required. Work requires repetitive motion when opening mail, bending and stretching when sorting mail, and prolonged standing and walking when delivering mail.

Qualifications - A minimum of two years of general clerical, office, or other work experience that demonstrates the possession of or the ability to acquire the particular knowledge and skills needed to perform the duties of this position is required. Candidates must show experience that demonstrates the ability to: (1) apply a body of rules, regulations, procedures, or policies accurately and consistently; (2) effectively communicate with others both verbally and in writing; (3) show attention to detail, organizational skills, and the ability to manage multiple tasks; and (4) be flexible, work well under pressure, and maintain a positive attitude.

Education - A high school diploma or equivalent is required.

Salary - CL 23 (\$31,468 - \$51,124) depending on qualifications

Application Process - Submit cover letter and detailed resume to Office of the Circuit Executive, Room 4726, E. Barrett Prettyman United States Courthouse, 333 Constitution Avenue, N.W., Washington, D.C. 20001.

Vacancy announcement open until filled.