



United States Court of Appeals
District of Columbia Circuit
Washington, D.C. 20001

JUDICIAL ASSISTANT TO A FEDERAL CIRCUIT JUDGE

Vacancy Announcement: USCA-13-06

Court Name: U.S. Court of Appeals for the D.C. Circuit
Location: Washington, D.C.
Job Grade: Judiciary Salary Plan (JSP) 11
Salary Min: \$62,467
Salary Max: \$81,204
Opening Date: October 18, 2013
Closing Date: November 1, 2013

Position Description: The Judicial Assistant provides administrative and secretarial support to a federal circuit judge and is responsible for the day-to-day operations management of the judge's chambers. The Judicial Assistant's duties include but are not limited to: managing chamber's case management system; preparing and editing legal documents; gathering and maintaining statistical data for reports; providing research assistance to the judge and general assistance to law clerks; maintaining the judge's calendar; arranging meetings and conferences for the judge; maintaining the judge's travel itineraries; receiving and reviewing correspondence; locating, scanning, copying, filing, and certifying documents; maintaining, updating, and purging files; tracking filed documents; maintaining office supplies and equipment; and handling routine office matters.

Qualifications: A high school graduate or the equivalent. A minimum of two years of progressively responsible secretarial experience that provided a good knowledge of office clerical practices such as filing, telephone usage, computer support, and typing. A minimum of six years of progressively responsible secretarial experience that involved responsibility as the principal office assistant to a supervisor who was dealing with law-related matters such as might be found in a law, insurance or real estate office.

Excellent oral and written communication and interpersonal **skills**. Advanced computer and typing skills. Exceptional administrative and organizational skills. Accuracy and attention to detail in grammar, spelling, editing and proofreading. Consummate professionalism, discretion and integrity. Ability to maintain strict confidentiality of all office and judicial matters and work independently as needed. Ability to manage multiple priorities with

conflicting deadlines. Skill and accuracy in entering data. Proficiency in Windows environment.

Preferred: Familiarity with a legal or court environment. Familiarity with email and computer applications, including Excel and Power Point.

Required: Because the D.C. Circuit entertains a large number of high-profile and classified cases, continued employment is contingent upon the successful completion and retention of a Department of Justice security clearance.

Benefits: For information about benefits with the Federal Judiciary, visit www.uscourts.gov/careers.aspx.

Conditions of Employment: Applicant must be a United States citizen or otherwise eligible to work in the United States. Appointment to position is provisional pending suitability determination by the Court based on results of fingerprint and background check.

Employees are required to use Electronic Funds Transfer for payroll deposit. The U.S. Court of Appeals for the D.C. Circuit is an Equal Employment Opportunity employer.

To Apply: Send cover letter and resume to:
U.S. Court of Appeals for the D.C. Circuit
333 Constitution Avenue, N.W., Room 5534
Washington, D.C. 20001
Attn: Valory Miller, Personnel Specialist
Announcement #USCA-13-06

Applications must be received on or before November 1, 2013. The Court will only communicate with those applicants selected for an interview. When the position is filled, a notice will be placed on the court's internet site at www.cadc.uscourts.gov/internet/home.nsf.