

UNITED STATES COURT OF APPEALS

District of Columbia Circuit

MARK J. LANGER
Clerk of Court



E. Barrett Prettyman U.S. Courthouse
333 Constitution Avenue, N.W.
Washington, D.C. 20001-2866
Telephone (202) 216-7000

Announcement No:	USCA-18-06
Position Title:	ADMINISTRATIVE SPECIALIST
Salary Range:	\$44,971 - \$80,529 (CL 25 - CL 26) depending on qualifications.
Position Location:	WASHINGTON, D.C.
Opening Date:	August 30, 2018
Closing Date:	Open Until Filled

POSITION SUMMARY: The Administrative Specialist position is located in the Legal Division of the Clerk's Office of the U.S. Court of Appeals for the D.C. Circuit. The Administrative Specialist provides administrative support to the Director and Deputy Director of the Legal Division and Staff Attorneys. The Administrative Specialist also provides operational support related to case processing and management. The position is permanent and full-time.

RESPONSIBILITIES: Administrative Specialist duties include, but are not limited to:

- performing general office management duties;
- monitoring status of case-related matters pending in the Legal Division;
- performing duties related to the processing of court orders;
- preparing reports, memoranda, and form letters;
- editing and proofing materials prepared by others;
- working with a variety of computer programs, including the court's electronic case filing system;
- providing human resources assistance;
- serving as liaison to chambers and all other court support units;
- scheduling conferences with Judges;
- organizing and delivering files to Judges and Staff Attorneys; and
- performing receptionist duties.

QUALIFICATIONS:

- High school graduate or the equivalent. A bachelor's degree is preferred.
- Two years of general experience. General experience consists of 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. Education beyond the high school level may be substituted for the required general experience. One academic year (30 semester or 45 quarter hours) equals one year of general experience.

- A minimum of one year of specialized experience. Specialized experience consists of progressively responsible clerical or administrative experience that demonstrates the particular knowledge, skills, and abilities to successfully perform the duties of the position, and includes experience in word processing, data entry, and report generation. Prior federal court or legal administrative experience is desirable.
- The successful applicant must have exceptional organizational and time management skills and the ability to handle multiple tasks simultaneously. Excellent written and oral communication skills are required. The successful applicant must be self-directed and able to communicate effectively with the legal and judicial community as well as the general public. Attention to detail and proficiency in document preparation, file maintenance, and record keeping are required. Excellent computer skills are essential.

REQUIREMENTS:

- All positions in the Clerk's Office are excepted appointments and are "at will." Selected applicants will serve a one-year probationary period.
- Employees must adhere to the Code of Conduct. Employees are subject to strict confidentiality requirements.
- The successful candidate is subject to a background check and will be considered a provisional employee pending a favorable suitability determination.
- Applicants must be United States citizens or eligible to work for the United States government.
- Emergency after-hours duty is required on a rotating basis with other employees.

TO APPLY: Send cover letter and résumé to the following address:

U.S. Court of Appeals for the D.C. Circuit
333 Constitution Avenue, N.W., Room 3529
Washington, D.C. 20001
Attn: Robert Cavello, Administrative Specialist
Announcement # USCA-18-06

Interviews will begin immediately. The court will send information regarding the status of an application only to those candidates scheduled for interviews. When the position is filled, a notice will be placed on the court's internet site.

The United States Court of Appeals is an Equal Employment Opportunity employer. Selected applicants will be subject to mandatory electronic transfer of funds for payment of net pay. The United States Courthouse is a smoke-free building.