

**United States Court of Appeals
District of Columbia Circuit
Washington, DC 20001**

Douglas H. Ginsburg

Senior Circuit Judge

JUDICIAL ASSISTANT TO A FEDERAL SENIOR CIRCUIT JUDGE

Vacancy Announcement: USCA-19-13
Location: Washington, D.C.
Position Type: Permanent, Full-Time
Job Grade: Judiciary Salary Plan (JSP) Grade 11
Salary Range: \$69,581 - \$90,461 (Grade 11 Step 1 – Grade 11 Step 10)
Opening Date: September 3, 2019
Closing Date: September 17, 2019

POSITION DESCRIPTION: The Judicial Assistant provides administrative and secretarial support to a federal senior circuit judge and is responsible for the day-to-day operations management of the judge's chambers. Working under direction of the judge, the Judicial Assistant's duties include: maintaining the judge's calendar; arranging meetings and conferences for the judge and support personnel; maintaining the judge's travel itineraries and arrangements; receiving and reviewing incoming and outgoing correspondence; performing receptionist duties; transcribing dictation from the judge; locating, scanning, copying, filing, and certifying documents; maintaining, updating, and tracking filed documents; managing chamber's case management system; preparing and/or editing legal documents; gathering and maintaining statistical data for reports; providing assistance to law clerks; maintaining office supplies and equipment; and handling routing office matters.

QUALIFICATIONS: Must be 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, 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.

Applicants must have the following: excellent communication and interpersonal skills, both oral and written; advanced computer and typing skills; exceptional administrative and organizational skills; ability to perform accurately and pay 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 transcribing dictation and data entry; and proficiency in Windows environment.

Preferred qualifications are familiarity with a legal or court environment and email and Microsoft Office applications, including Excel and PowerPoint.

REQUIREMENTS: 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.

HOW TO APPLY: Send resume, cover letter and salary history to VacancyClerksOffice@cadc.uscourts.gov, with the Vacancy Announcement Number (USCA-19-13) appearing in the subject line.

Applications must be received on or before September 17, 2019. The Court will only communicate with those applicants selected for an interview.

CONDITIONS OF EMPLOYMENT: Applicants must be United States citizens or eligible to work in the United States. Appointment to the position is provisional pending suitability determination by the Court based on results of fingerprint and background check.

The United States Court of Appeals for the District of Columbia Circuit is an Equal Employment Opportunity Employer. The successful applicant will be subject to mandatory electronic transfer of funds for payment of net pay. The United States Courthouse is a smoke-free building.