



**UNITED STATES COURT OF APPEALS
DISTRICT OF COLUMBIA CIRCUIT**

JUDICIAL ASSISTANT TO A FEDERAL CIRCUIT JUDGE

Vacancy Announcement: USCA-13-04
Position Location: Washington, DC
Job Grade: Judiciary Salary Plan (JSP) Grade JSP 5 – JSP 11
Salary Minimum: \$34,075
Salary Maximum: \$81,204
Opening Date: June 7, 2013
Closing Date: June 21, 2013

Position Description: The Judicial Assistant provides administrative and case-related support to a federal circuit judge and is responsible for the day-to-day operations of chambers. Duties include, but are not limited to: preparing reports and travel vouchers, using various computer applications and the Internet, receiving and reviewing incoming and outgoing correspondence, performing receptionist duties, maintaining electronic and paper files, and assisting law clerks.

Qualifications: A minimum of two years of experience demonstrating progressively responsible administrative, secretarial, or paralegal work. In addition, the applicant must have the following qualifications:

- excellent verbal and written communication skills;
- the ability to work independently, as needed;
- the ability to simultaneously manage multiple projects;
- exceptional organizational, computer, and research skills;
- experience using a variety of software (Word, Excel, Adobe Acrobat) and the Internet;
- the ability to exercise tact, good judgment, and initiative;
- the ability to maintain strict confidentiality of all office and judicial matters; and
- exceptional interpersonal skills.

Conditions of Employment: Must be a United States citizen or otherwise eligible to work in the United States. Appointment 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.

Benefits: For information about benefits with the federal judiciary, go to www.uscourts.gov/careers.aspx.

How to Apply: Send cover letter, resume, and salary history to VacancyClerksOffice@cadc.uscourts.gov with the vacancy announcement number (USCA-13-04) appearing in the subject line. Applications must be received on or before June 21, 2013. The Court will communicate only with those applicants selected for an interview.

The U.S. Court of Appeals for the D.C. Circuit is an equal opportunity employer.