

UNITED STATES COURT OF APPEALS
District of Columbia Circuit



Position Title:	Judicial Assistant to a Federal Circuit Judge
	Announcement Number: USCA-21-02
Salary Range:	\$39,684 - \$94,581 (JSP 5-11), depending on qualifications
Position Location:	Washington, D.C.
Position Type:	Full-time
Opening Date:	March 8, 2021
Closing Date:	Open until filled

POSITION DESCRIPTION: The Judicial Assistant provides administrative and case-related support to a federal circuit judge and the law clerks working in the judge's chambers. Duties include, but are not limited to: working with a wide range of staff throughout the courthouse to help fulfill chambers' duties and needs; developing and maintaining electronic and paper filing systems for chambers; conducting research for speeches; assisting with case preparation for moot courts; monitoring and managing incoming and outgoing email and paper correspondence; receptionist duties; preparing disclosure reports and travel vouchers; and helping with annual interviewing and orienting of law clerks. **This position will not be available until July 2021.**

QUALIFICATIONS:

- Bachelor's degree and experience working in a busy, fast-paced office
- Minimum two-year commitment
- Strong interest in learning about the federal judiciary and its workings
- Must be a highly motivated, extremely detail-oriented individual
- Demonstrated trustworthiness, utmost discretion, excellent oral and written communication skills, and strong interpersonal skills
- Ability to multi-task and exercise independent judgment
- High proficiency with internet research and Microsoft Office

CONDITIONS OF EMPLOYMENT: Applicants must be United States citizens 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 checks. Employees are required to use Electronic Funds Transfer for payroll deposit.

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

TO APPLY: Send cover letter and resume in a single PDF attachment to VacancyChambersJA@cadc.uscourts.gov. Please include the Job Announcement number (USCA-21-02) in the email subject line. The court will send a letter 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.