

UNITED STATES COURT OF APPEALS

District of Columbia Circuit

E. Barrett Prettyman U.S. Courthouse
Washington, D.C. 20001

333 Constitution Avenue, N.W.
www.cadc.uscourts.gov



Position Title:	JUDICIAL ASSISTANT TO A FEDERAL CIRCUIT JUDGE
Announcement Number:	USCA-23-05
Salary Range:	\$42,870 - \$102,166 (Grade 5 Step 1 - Grade 11 Step 10), depending on qualifications)
Position Location:	Washington, D.C.
Position Type:	Permanent, Full-Time
Opening Date:	March 1, 2023
Closing Date:	Open Until Filled

POSITION DESCRIPTION: The Judicial Assistant provides administrative, case-related, and management support to a federal circuit judge and is responsible for all day-to-day operations of the judge's chambers. The Judicial Assistant exemplifies and fosters a positive approach of professionalism, teamwork, mutual respect, and dedication to public service. The Judicial Assistant is also an ambassador for and representative of the chambers in all interactions with court personnel, other judges' chambers, and the public. The ideal candidate for this position is detail-oriented, possesses strong organizational, administrative, and management skills, enjoys working in a challenging and collaborative environment on a wide variety of tasks, is a creative thinker and problem-solver, maintains a calm demeanor under pressure, and upholds the highest level of confidentiality. The position will not be available sooner than July 2023.

RESPONSIBILITIES: The Judicial Assistant's duties include, but are not limited to:

- managing chambers case management systems;
- creating and managing chambers and the judge's calendars including oral argument preparation, judge's teaching and speaking engagements, meetings, and chambers events;
- arranging judge's travel, processing travel reimbursement requests, and acting as the liaison with the US Marshal Service regarding judge's security;
- preparing and submitting periodic reports in compliance with Congressional and Judiciary rules;
- organizing the hiring process for Law Clerks and Externs, managing the annual Law Clerk and thrice-annual Extern transitions, conducting chambers staff orientation, maintaining all chambers staff records, and acting as the liaison for law school externship programs;
- managing and implementing staff administrative processes;
- maintaining and developing the Chambers and Judicial Assistant Manuals;
- organizing all staff celebrations and chambers social functions;
- working with staff throughout the courthouse to fulfill chambers duties and needs;
- handling secretarial duties for chambers including correspondence, answering phones, receiving guests, processing incoming/outgoing mail and faxes, and general office filing;
- ordering and maintaining all chambers supplies and equipment;
- managing all routine office maintenance and custodial issues;

- caring for chambers plants including regular watering, trimming, and repotting;
- performing special projects as assigned by the judge.

QUALIFICATIONS:

- High school graduate or equivalent.
- Two years of general experience. General experience consists of progressively responsible general clerical or secretarial experience that provided a good knowledge of office clerical practices such as filing, telephone usage, and typing. In addition, three years of specialized experience to qualify for Grade 8; four years of specialized experience to qualify for Grade 9; five years of specialized experience to qualify for Grade 10; and six years of specialized experience to qualify for Grade 11. Specialized experience consists 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).
- Education in a college, university or secretarial school of recognized standing may be substituted for a maximum of one year of the general experience on the basis of 30 semester (45 quarter) hours equals nine months of experience. A Bachelor's degree may be substituted for two years of general experience. Preferably, such degree should have included courses in law, government, public or business administration, or related fields. Education in a legal or paralegal curriculum may be substituted for a maximum of two years of specialized experience on the basis of one full academic year (30 semester or 45 quarter hours) equals one year of experience.
- Incumbent must have a minimum of three years of experience working successfully and becoming increasingly effective and responsible at administrative, secretarial or paralegal work in the area of litigation.
- Exceptional interpersonal skills, and taste for precise work with professionals on deadlines in a close and collaborative environment.
- Excellent verbal and written communications skills.
- The ability to work independently, anticipate needs and problems, and to take initiative including to learn, adapt or develop systems as needed.
- The ability to simultaneously manage multiple projects.
- Exceptional organizational skills and attention to detail.
- Excellent computer skills (software including, but not limited to, Word, Excel, PowerPoint, Adobe Acrobat, Westlaw, and the Internet); familiarity using LexisNexis would be beneficial.
- The ability to maintain strict confidence of all office and judicial matters and to build a relationship of trust with the judge and other members of the chambers staff.

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.

TO APPLY: Send cover letter and resume in a single PDF attachment to VacancyChambersJA@cadc.uscourts.gov. Please include the Job Announcement number (USCA-23-05) in the email subject line. Proof of up-to-date COVID-19 vaccination will be requested of the candidate selected for this position.

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.

Benefits: Visit www.uscourts.gov/careers.aspx, for benefits with the Federal Judiciary.

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