

# 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](http://www.cadc.uscourts.gov)



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<b>Position Title:</b>	<b>JUDICIAL ASSISTANT TO A FEDERAL CIRCUIT JUDGE</b>
<b>Announcement No.:</b>	<b>USCA-24-05</b>
<b>Salary Range:</b>	<b>\$45,146 - \$107,590 (Grade 5 Step 1 - Grade 11 Step 10, depending on qualifications)</b>
<b>Position Location:</b>	<b>Washington, D.C.</b>
<b>Position Type:</b>	<b>Permanent, Full-Time</b>
<b>Opening Date:</b>	<b>April 29, 2024</b>
<b>Closing Date:</b>	<b>Open Until Filled</b>

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**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 an atmosphere of professionalism, teamwork, mutual respect, and dedication to public service. The Judicial Assistant is also an ambassador for the chambers in all interactions with court personnel, other judges' chambers, and the public. The ideal candidate for this position is detail-oriented, 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, upholds the highest level of confidentiality, and possesses strong organizational, administrative, and management skills.

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

- Handling general secretarial matters for chambers, including correspondence, answering phones, receiving guests, and processing incoming/outgoing mail and faxes.
- Maintaining case management and administrative filing systems.
- Creating, managing, and coordinating the chambers calendar and the judge's calendar in light of the court's schedule, oral argument preparation, teaching and speaking engagements, meetings, and chambers events.
- Arranging the judge's travel, processing travel reimbursement requests, and liaising with the U.S. Marshals Service regarding the judge's security.
- Preparing and submitting periodic reports in compliance with congressional and Judiciary rules.
- Managing chambers staff, including law clerks each term and externs each semester.
- Conducting regular staff hiring, transitions, and orientation, as well as acting as the liaison for law school externship programs.

- Organizing logistics for monthly recurring meetings as well as special events and visiting groups.
- Working with staff throughout the courthouse.
- Maintaining chambers supplies and coordinating routine and emergency office maintenance and custodial issues.
- Performing special projects as assigned by the judge.

**QUALIFICATIONS:**

- High school graduate or equivalent.
- Minimum two years of general office experience.
- Excellent verbal and written communication skills
- Exceptional interpersonal skills and the ability to work with professionals on deadlines.
- The ability to work independently, anticipate needs and problems, and take initiative, including learning, adapting, or developing systems as needed.
- The ability to simultaneously manage multiple projects.
- Exceptional organizational skills and attention to detail.
- Strong computer skills (software including, but not limited to, Word, Excel, PowerPoint, Adobe Acrobat, Westlaw, Zoom, and Microsoft Teams); familiarity using LexisNexis would be beneficial.
- The ability to maintain the strictest confidence and to build a relationship of trust with the judge and other members of the chambers staff.

General experience consists of clerical or secretarial experience that provided familiarity with best office practices, such as filing, typing, and professional telephone usage. Specialized experience consists of progressively responsible secretarial experience that involved responsibility as the principal assistant to a supervisor/executive who was dealing with law-related matters (as might be found in a law, insurance, or real estate office).

To qualify for higher pay grades, in addition to two years of general experience, incumbent must possess: 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.

Education above the high school level may be substituted for experience as follows:

1. Education in a college, university, or secretarial school of recognized standing may be substituted for a maximum of one year of general experience on the basis of 30 semester (45 quarter) hours equal nine months of experience.
2. A bachelor's degree from a college or university of recognized standing 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.
3. 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. Less than one full year of study will be credited on a pro-rata basis.

Veterans and/or military family members are encouraged to apply.

**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.

**HOW TO APPLY:** Send cover letter and resume in a single PDF attachment to [VacancyChambersJA@cadc.uscourts.gov](mailto:VacancyChambersJA@cadc.uscourts.gov). Please include the Job Announcement number (USCA-24-05) in the email subject line. Applicants with prior government experience will be asked to provide their most recent SF-50 if selected.

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/benefits](http://www.uscourts.gov/careers/benefits), 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.**