

# 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 SENIOR CIRCUIT JUDGE</b>
<b>Announcement No.:</b>	<b>USCA-24-02</b>
<b>Salary Range:</b>	<b>\$82,764 - \$107,590 (Grade 11 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>March 1, 2024</b>
<b>Closing Date:</b>	<b>Applications will be accepted until the position is filled.</b>

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**Position Overview:** The primary focus of the position of Judicial Assistant is to successfully perform a variety of administrative and technical duties. The Judicial Assistant is responsible for the effective administration and operation of the judge's chambers. This requires the ability to work with the judge, the law clerks, and court staff to manage the flow of information and files in accordance with court procedures and policies as supplemented by the judge. Highest ethical standards and consummate professionalism are expected at all times. **The start date for this position will be June 3, 2024.**

**Qualifications:** Candidates must have experience that demonstrates: good time-management skills and ability to implement case-related computer programs; ability to comprehend written policies and perform accurately with attention to grammar, spelling, and proofreading; trustworthiness, reliability, honesty, excellent oral and written communication skills, and strong interpersonal skills; ability to exercise mature judgment; skill in managing multiple priorities with conflicting deadlines; ability to maintain confidentiality of all office and judicial matters and work independently as needed; motivation with a strong interest in learning about the federal judiciary and its workings; proficiency in Microsoft Word, Excel, and Outlook; Adobe Acrobat; and Windows 10, with thorough knowledge of Zoom and Microsoft Teams.

**Representative duties include but are not limited to:**

- arranging, organizing, and maintaining the judge's calendar, computer forms and reports, and electronic and paper files;
- assisting the judge in carrying out court-related duties;
- maintaining office supplies and equipment;
- receiving and reviewing incoming and outgoing correspondence and preparing the

- judge's correspondence;
- performing receptionist duties, law clerk orientation and assistance;
- assisting with organization, filing, and preservation of the judge's and court papers;
- preparation of disclosure and other reports.

**Education and Experience:** Candidates must possess a Bachelor's degree or advanced education beyond a high school diploma. To qualify for the Grade 11, two years of general experience and 6 years of specialized experience are required. General experience is progressively responsible clerical or secretarial experience that provided a good knowledge of office clerical practices such as filing, telephone usage, and typing. Specialized experience is 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.

**Requirements:** 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.

**Benefits:** Visit [www.uscourts.gov/careers.aspx](http://www.uscourts.gov/careers.aspx), for benefits with the Federal Judiciary.

**To Apply:** Email a cover letter and resume, as a single PDF attachment (Attention: Human Resources) to [VacancyChambersJA@cadc.uscourts.gov](mailto:VacancyChambersJA@cadc.uscourts.gov). Please include the vacancy announcement number (USCA-24-02) in the subject line. To ensure consideration, submit application by April 1, 2024. Applications will be reviewed on a rolling basis.

The Court will communicate only with those candidates selected for an interview. When the position is filled, a notice regarding the status of the position will be sent to candidates scheduled for an interview.

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.