

UNITED STATES COURT OF APPEALS

District of Columbia Circuit

MARK J. LANGER
Clerk of Court



E. Barrett Prettyman U.S. Courthouse
333 Constitution Avenue, N.W.
Washington, D.C. 20001-2866
Telephone (202) 216-7000
www.cadc.uscourts.gov

Position Title: LEGAL CLERK/COURT CRIER

Announcement No.: USCA-23-02

Salary Range: \$38,317 - \$62,122 (JSP 4 - 6), *depending on qualifications.*

Position Location: Washington, D.C.

Position Type: Permanent, Full-time

Opening Date: January 26, 2023

Closing Date: February 25, 2023 or Until Filled

The U.S. Court of Appeals for the D.C. Circuit Clerk's Office offers an opportunity for a self-motivated individual with a strong work ethic to launch or continue a career in public service.

POSITION SUMMARY: The Office of the Clerk, U.S. Court of Appeals for the D.C. Circuit, is seeking a well-organized, detail-oriented, and reliable individual to serve as Legal Clerk/Court Crier. The incumbent assists the Special Counsel to the Clerk with responding to inquiries from parties regarding cases, researching legal questions, reviewing motions, and drafting orders. The incumbent serves as a back-up to the Courtroom Deputy and the Intake Deputy Clerk.

RESPONSIBILITIES:

- Responds to inquiries from pro se litigants, attorneys, and other parties regarding cases, finalizes documents for filing, reviews motions and drafts orders, researches legal questions, and prepares memoranda.
- Prepares letters, notices, reports, and other correspondence.
- Receives and routes incoming materials from within the court and from the public to appropriate individuals in the court.
- Maintains, updates, and tracks paper and electronic files; makes copies and delivers documents to staff and chambers.
- Assists with scanning, copying, filing, stamping, and locating files and documents.
- Serves as back-up to the Courtroom Deputy, performing the full range of courtroom duties.
- Serves as back-up to the Intake Deputy Clerk. Performs customer service for the purpose of providing procedural information and collecting fees.
- Performs other duties as assigned.

QUALIFICATIONS: Applicant must be a high school graduate or equivalent and have at least one year of general experience to be considered for the JSP-4 level. A bachelor's degree is preferred. General experience consists of progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. To be considered at the JSP-5 level, an applicant must have at least two years of general experience. To be considered for the JSP-6 level, an applicant must have at least two years of general experience and one year of specialized experience. Specialized experience consists of progressively responsible clerical or administrative experience in a legal setting.

Experience with word processing applications, web-based environments, and data entry is required. Experience in operating scanning and copying equipment is desirable. The successful applicant must be able to work with minimal supervision while maintaining a high level of productivity. Good judgment, the ability to apply concepts to determine what action needs to be taken, strong oral and written communication skills, and careful proofreading skills are essential.

REQUIREMENTS:

- The responsibilities for this position require the employee to be on-site daily.
- All positions in the Clerk's Office are "Excepted" appointments. Employees are considered "at will" and will serve a one-year probationary period.
- Employees must adhere to the Code of Conduct. Employees are subject to strict confidentiality requirements.
- The successful candidate is also subject to a background check and will be considered a provisional employee pending a favorable suitability determination.
- Applicants must be United States citizens or eligible to work for the United States government.

BENEFITS: Visit 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 VacancyCourtCrier-USCA-23-02@cadc.uscourts.gov. Please include the vacancy announcement number (USCA-23-02) in the subject line. Proof of up-to-date COVID-19 vaccination will be requested of the candidate selected for this position.

Interviews will begin immediately. 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.***

<p>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.</p>
