

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 SENIOR CIRCUIT JUDGE
Announcement No.:	USCA-25-05
Salary Range:	\$57,164 - \$109,975 (Grade 7 step 1 - Grade 11 step 10, depending on qualifications)
Position Location:	Washington, D.C.
Position Type:	Full-Time (Onsite)
Opening Date:	March 17, 2025
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 an atmosphere of professionalism, teamwork, mutual respect, and dedication to public service. The Judicial Assistant's primary duties are to handle 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, maintains high ethical standards, upholds the highest level of confidentiality, and possesses strong organizational, administrative, and management skills. **The start date for this position will be in September 2025.**

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

- Handling general secretarial matters for chambers, including email and paper correspondence, answering phones, receiving guests, and processing incoming/outgoing mail and faxes.
- Maintaining electronic and paper case management and administrative filing systems.

- Creating, managing, and coordinating the judge's calendar to ensure accurate information is provided for oral argument preparation, teaching and speaking engagements, meetings, chambers events, and law-related extra-curricular activities.
- Arranging the judge's travel, processing travel reimbursement requests, and serving as liaising with the U.S. Marshals Service regarding the judge's security.
- Preparing and submitting periodic reports in compliance with congressional and Judiciary rules.
- Preparing announcements for and assisting in hiring law clerks. Conducting staff orientation, as well as acting as the liaison for law school programs.
- Participating with the judge in recurring logistics-planning meetings and carrying out assignments in a timely manner.
- Serving as the judge's forward-facing representative while working with personnel throughout the courthouse.
- Maintaining chambers supplies and equipment 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 experience and a minimum two years of specialized 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 and exercise independent judgment.
- Exceptional organizational skills and attention to detail.
- Strong computer skills (software including, but not limited to, Word, Excel, PowerPoint, Adobe Acrobat, Zoom, Microsoft Teams, and Internet research).
- 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 office 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 office 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.

Those with experience in governmental agencies 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-USCA-25-05@cadc.uscourts.gov. Please include the Job Announcement number (USCA-25-05) 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 <https://www.uscourts.gov/careers/benefits>, for benefits with the Federal Judiciary.

<p>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.</p>
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