

UNITED STATES COURT OF APPEALS

District of Columbia Circuit

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



333 Constitution Avenue, NW
www.cadc.uscourts.gov

Announcement Number: USCA-25-15
Position Title: Judicial Assistant to the Honorable Bradley Garcia
Salary Range: \$46,610 - \$111,087 (Grade 5 Step 1 - Grade 11 Step 10),
depending on qualifications
Position Location: Washington, D.C.
Position Type: Full-time
Opening Date: January 20, 2026
Closing Date: Applications will be accepted until the position is filled.

Position Description: The Judicial Assistant provides administrative and case-related support to Judge Garcia and the law clerks working in the judge's chambers. Duties include but are not limited to: working with a wide range of staff throughout the courthouse to help fulfill chambers' duties and needs; developing and maintaining electronic and paper filing systems for chambers; conducting research; monitoring, managing, and assisting with incoming and outgoing email and paper correspondence; receptionist duties; preparing disclosure reports and travel vouchers; helping with annual interviewing and orienting of law clerks; and assisting with case preparation for moot courts. **The start date for this position will be in August 2026. The position will not be available sooner.**

Qualifications:

- Candidates must have experience that demonstrates an ability to carry out the above representative duties
- Bachelor's degree
- Minimum two-year commitment
- Strong interest in learning about the federal judiciary and its workings
- Must be a highly motivated, extremely detail-oriented individual
- Demonstrated trustworthiness, utmost discretion, excellent oral and written communication skills, and strong interpersonal skills
- Ability to multi-task and exercise independent judgment
- High proficiency with Internet research and Microsoft Office

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.

Benefits: For information about benefits with the Federal Judiciary, visit <http://www.uscourts.gov/careers/benefits>.

How to Apply: To apply, please send a cover letter, resume, and transcript (unofficial or official) in a single PDF attachment to VacancyChambersJA-USCA-25-15@cadc.uscourts.gov. Please include the Job Announcement number (USCA-25-15) in the email subject line. Applications will be accepted on a rolling basis. **Interested candidates are encouraged to apply at their earliest convenience.** 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.

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