

UNITED STATES COURT OF APPEALS

District of Columbia Circuit



Announcement Number:	USCA-26-11
Position Title:	Judicial Assistant to the Hon. Florence Y. Pan
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:	October 1, 2026
Closing Date:	Open until filled

POSITION DESCRIPTION: The Judicial Assistant provides administrative and case-related support to Judge Pan and the law clerks working in her 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 for speeches; monitoring and managing incoming and outgoing email and paper correspondence; receptionist duties; preparing disclosure reports and travel vouchers; helping with annual interviewing and orienting of law clerks; coordinating logistics for any courses the judge may teach; and assisting with case preparation for moot courts. **The start date for this position will be June 7, 2027. The position will not be available sooner.**

QUALIFICATIONS:

- Bachelor's degree and ability to work in a busy, fast-paced office
- 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 www.uscourts.gov/careers.aspx.

TO APPLY: Send cover letter, resume, and transcript (official or unofficial) in a single PDF attachment to VacancyChambersJA-USCA-26-11@cadc.uscourts.gov. Please include the Job Announcement number (USCA-26-11) in the email subject line. 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 applicants will be subject to mandatory electronic transfer of funds for payment of net pay. The United States Courthouse is a smoke-free building.