

UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO.: CAFC-17-07

OPEN: May 12, 2017
CLOSE: May 25, 2017

POSITION TITLE: Administrative Clerk (Student Internship)
GRADE AND PAY RATE: CL-22/1 (\$13.95/hr)
WORK SCHEDULE: Part time 20 hours per week
DURATION: Temporary not-to-exceed 6 months

LOCATION OF POSITION: United States Court of Appeals for the Federal Circuit
717 Madison Place, N.W.
Washington, D.C. 20439

About the Court

The United States Court of Appeals for the Federal Circuit was established under Article III of the Constitution on October 1, 1982. The court was formed by the merger of the United States Court of Customs and Patent Appeals and the appellate division of the United States Court of Claims. The court is located in the Howard T. Markey National Courts Building on historic Lafayette Square in Washington, D.C.

The Federal Circuit is unique among the thirteen Circuit Courts of Appeal. It has nationwide jurisdiction in a variety of subject areas, including international trade, government contracts, patents, trademarks, certain money claims against the United States government, federal personnel, veterans' benefits, and public safety officers' benefits claims. Appeals to the court come from all federal district courts, the United States Court of Federal Claims, the United States Court of International Trade, and the United States Court of Appeals for Veterans Claims.

The court also takes appeals of certain administrative agencies' decisions, including the United States Merit Systems Protection Board, the Boards of Contract Appeals, the Patent Trial and Appeal Board, and the Trademark Trial and Appeal Board. Decisions of the United States International Trade Commission, the Office of Compliance, an independent agency in the legislative branch, the Government Accountability Office Personnel Appeals Board, and the Department of Justice Bureau of Justice Assistance also are reviewed by the court.

Position Overview

This position is located in the Clerk's Office (CO) of the U.S. Court of Appeals for the Federal Circuit. The incumbent is responsible for providing administrative duties in support of the CO. The position reports directly to the Administrative Supervisor. The incumbent selected for this position will not be eligible for federal benefits and paid leave.

Responsibilities of the Administrative Clerk include, but are not limited to:

Perform reception duties by greeting visitors/clients in person. Answer and route incoming calls and assist the public with basic inquiries. Sort mail and receive and stamp incoming documents. Distribute documents to the proper offices and/or staff.

Copy, print, or retrieve documents such as forms, letters, and notices as requested. Retrieve files and make copies of records for court personnel, attorneys, and others. Assist with the maintenance of court files.

Scan documents to be added to the electronic case management system (CM/ECF). Assist with the compilation of briefs.

Assist with the preparation of, shipment, and retrieval of records from the Federal Records Center.

Perform other duties as assigned.

Required Qualifications

Applicants must be high school graduates or the equivalent. Additionally, applicants must be currently enrolled in a degree-seeking undergraduate or graduate program to be considered. Ability to lift and move boxes and files of up to 25 pounds is required.

Prior exposure to the legal field is preferred.

Application Process and Information

For consideration, application packages must include:

1. A cover letter wherein the applicant describes his or her interest in this position and the experience that makes her or him well qualified to fill this position
2. Resume outlining educational background, employment history, and other relevant information
3. An Application for Employment (Form AO-78 – Visit the court’s website at <http://www.cafc.uscourts.gov/human-resources>). Incomplete and/or unsigned applications will not be considered

Complete application packages containing the items above may be sent by email to hr@cafc.uscourts.gov or delivered by mail to the following address:

**U.S. Court of Appeals for the Federal Circuit
717 Madison Place, N.W.
Suite 410-Human Resources
Washington, D.C. 20439
Attention: Administrative Clerk CAFC-17-07**

Other Information

Only those applicants selected for an interview will be contacted and must travel at their own expense; except that reimbursement for travel may be available during the final stages of the interview process. Reimbursement for relocation is not available.

The court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

Employees of the United States Court of Appeals for the Federal Circuit are excepted service appointments. Federal government civil service classifications or regulations do not apply. All offers of employment are provisional pending successful completion of a background check or investigation and a favorable employment suitability determination. This position is subject to Electronic Funds Transfer (EFT) for payroll deposit.

Must be a U. S. citizen or eligible to work in the United States. Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. §1324b(a)(3)(B). Under 8 U.S.C. §1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

The United States Court of Appeals for the Federal Circuit is an Equal Employment Opportunity employer.