

UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO.: CAFC-17-11

OPEN: November 8, 2017
CLOSE: Open until filled (first consideration given to applications received by November 22, 2017)

POSITION TITLE: Administrative Specialist
GRADE AND SALARY: CL-23/24 (\$35,943 - \$64,733)
Salary determined by qualifications and experience.
Promotion to CL-25 may occur without further posting or competition.

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 a wide variety of administrative, operational, and specialized assistance to help maintain the smooth and efficient operation of the department. The position reports directly to the Administrative Supervisor.

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

Perform reception duties by greeting visitors/clients in person. Answer and route incoming calls and assist the public in the use of computerized databases. Provide information to the public, bar, and the court.

Receive and review incoming documents to determine conformity with appropriate rules, practices, and/or court requirements. Route documents to proper offices and/or staff after acceptance.

Sort, classify, and file case records. Maintain the integrity of the filing system by monitoring proper access to records and maintaining timely and accurate filing of documents. Retrieve files and make copies of records for court personnel, attorneys, and others.

Certify court documents and create and process new case files. Assign case numbers, open cases in the case management system, and docket initial case opening events. Maintain, update, and track paper and electronic files. Scan and upload paper filings into the electronic case management system (CM/ECF).

Receive, screen, and process attorney admission materials. Perform CM/ECF account registration and maintenance for attorneys and public filers. Prepare case related documents such as forms, letters, notices, and other correspondence using the appropriate templates.

Prepare, ship, and retrieve records from the Federal Records Center. Sort and process the mail and receive and stamp incoming documents. Process email received from electronic filers.

Inform customers of required fees, receive payments, and issue receipts. Secure funds in cash register, balance cash drawer, and process credit card payments for filed documents.

Assist with the compilation of briefs according to the court calendar and prepare and deliver briefs to the appropriate chambers. Perform shelving and re-shelving duties.

Perform other related duties as assigned.

Required Education and Experience

- To qualify for the **CL 23 (GS 7)** applicants must possess a high school diploma or equivalent and two years of general experience. General experience is defined as 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. *Education above the high school level may be substituted for the 2 years of required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.*
- To qualify for the **CL 24 (GS 8)** applicants must possess one year of specialized experience equivalent to work at CL-23 (GS 7). Specialized experience is defined as progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the duties of the position and involves the routine use of automated software and keyboarding for word processing, data entry, and report generation.

Preferred Qualifications

Completed undergraduate degree in a related field of study and/or experience working in the legal field (including internships).

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 Specialist CAFC-17-11**

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.