

UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT



POSITION VACANCY ANNOUNCEMENT

<u>ANNOUNCEMENT NO.:</u>	CAFC-20-15
<u>OPEN:</u>	October 9, 2020
<u>CLOSE:</u>	Open Until Filled First consideration given to applications received by October 23
<u>POSITION TITLE, GRADE AND SALARY:</u>	Executive Assistant CL 25 (\$47,603 - \$77,431) CL 26 (\$52,440 - \$85,243) Salary determined by qualifications and experience Promotion up to the CL-27 may occur without further posting or competition
<u>LOCATION OF POSITION:</u>	United States Court of Appeals for the Federal Circuit 717 Madison Place, N.W. Washington, D.C. 20439

About the Court

The Court of Appeals for 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. For additional information about our court please: [Click Here](#).

Position Overview

The Executive Assistant performs and coordinates administrative, technical, and professional work related to multiple administrative functions in the Clerk's Office, including ensuring compliance with the appropriate regulations, policies, procedures, and standards. The Executive Assistant provides executive administrative support to the Chief Deputy Clerk and, as the sole administrative staff in the Clerk's Office, coordinates administrative office needs and activities within the office and with other court units. The Executive Assistant reports directly to the Chief Deputy Clerk.

Responsibilities of the Executive Assistant include, but are not limited to:

Develop and maintain standard office administrative procedures and provide guides to Clerk's Office management and staff to ensure administrative consistency. Prepare

monthly and quarterly financial reports for funds received by the Clerk's Office. Prepare travel authorizations and review staff travel vouchers for compliance with applicable travel policies and regulations. Maintain office administrative records, document systems, and consumable supply inventory. Identify, research, and prepare requests, initial needs assessments and requirements, and requisition documentation for supplies, equipment, and services for the Clerk's Office. Perform contracting officer level 1 procurements for the office, act as contracting officer's representative for office contracts, review and approve invoices, and review and confirm delivery of services and goods. Identify, review, and track administrative and information technology service requests and act as office liaison and coordinator for office space and facilities, procurement, property management, information technology, maintenance, and human resources needs and requests with other court offices, including coordinating with contractors as needed.

Provide administrative assistance and support for the Chief Deputy Clerk, including managing the Chief Deputy Clerk's calendar and travel arrangements, as well as preparing related documents. Receive, screen, refer, and track correspondence and calls. Answer routine inquiries and draft and respond to correspondence as needed. Schedule and coordinate Clerk's Office meetings, functions, and office calendars, including activities such as site planning and logistics. Prepare meeting agendas, materials, and related minutes as directed. Track and monitor calendars, projects, pending matters, and related deadlines.

Participate and serve as project manager on special projects related to office administrative service functions. Collect, review, audit, and analyze data and information on office administrative functions. Develop and recommend ongoing and future administrative needs, including new procurement or space maintenance requirements, to Clerk's Office management. Develop, recommend, and implement administrative process improvements, ongoing and long-term procurement and space needs, and annual projects for consideration by the Clerk's Office Management Team, including automated and cost-containment solutions. Administer the Clerk's Office's staff recruitment, onboarding, and orientation processes in coordination with the court's Human Resources office.

Communicate and respond to judges, chambers staff, and management requests regarding court operations. Answer procedural questions for judges, staff, and the public. Communicate clearly and effectively, both orally and in writing, to explain complex operational matters and concepts to individuals and groups with varying experience and backgrounds. Interact effectively with the public and staff, providing good customer and quality service and resolving difficulties efficiently while complying with regulations, rules, and procedures. Develop, implement, and maintain written procedures for assigned functions. Support office financial processes and court sessions, as needed. Comply with the *Guide to Judiciary Policy*, applicable Administrative Office policies and procedures, internal controls guidelines, and all local policies and procedures. Abide by the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Demonstrate sound ethics and good judgment at all times. Display a careful and deliberate approach in handling confidential information in a variety of contexts.

Required Qualifications

- **CL 25 (\$47,603 - \$77,431):** At a minimum, candidates must possess a high school diploma or equivalent, one year of general experience*, and two years of

progressively responsible specialized experience that includes at least one year of work at the CL 24 (GS 8) or equivalent.

- **CL 26 (\$52,440 - \$85,243):** At a minimum, candidates must possess a high school diploma or equivalent, one year of general experience*, and three years of progressively responsible specialized experience that includes at least one year of work at the CL 25 (GS 9) or equivalent.

*Candidates may substitute a bachelor's degree from an accredited college or university **and** one of the following superior academic achievement requirements for one year of general experience:

- a. An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
- b. Standing in the upper third of the class;
- c. "3.5" average or better in the major field of study, such as business or public administration, human resources management, or a related field that would prepare a candidate well to perform in this position; or
- d. Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies

Preferred Competencies

- Experience providing executive-level administrative support or administrative management functions in a professional environment
- Experience working in the judiciary or a legal office environment
- Experience with federal government or judiciary procurement and/or travel processes and requirements
- Experience with using Microsoft 365 applications in an office environment
- Demonstrated ability to work in a fast-paced and frequently changing environment
- Demonstrated strong writing and editing abilities in a professional environment
- Demonstrated ability to collaborate and interact with a wide range of stakeholders

Application Process and Information

To be considered application packages must include:

1. Cover letter of no more than two pages, wherein the applicant describes the knowledge, skills, abilities, and or experience that would make her/him well qualified to fill this position
2. Résumé outlining educational background, employment history, and other relevant information
3. Completion of online AO-78, Federal Judicial Branch Application for Employment
4. Completion of online Cognitive Aptitude test and Customer Service Aptitude test

Once you have the cover letter and resume files (items 1 and 2 above) readily accessible in PDF format, follow the link below to submit your files and complete the online AO-78 and online tests (items 3 and 4 above):

<https://www.ondemandassessment.com/link/index/IB-0TIJ86DRC?u=116354>

Applicants who require an exception to the online application may contact Human Resources to request an alternate method using the following email: hr@cafc.uscourts.gov

Other Information

Only those applicants selected for an interview will be contacted and must travel at their own expense. 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.