

UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO.:

CAFC-20-18

OPEN:

December 4, 2020

CLOSE:

Open Until Filled

**First consideration given to applications received
by December 27**

**POSITION TITLE, GRADE
AND SALARY:**

Court Services Administrator

CL 25 (\$47,603 - \$77,431)

CL 26 (\$52,440 - \$85,243)

CL 27 (\$57,625 - \$93,638)

Salary determined by qualifications and experience

Only qualified current federal judiciary employees will
be considered for the CL 27

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 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 Court Services Administrator performs and coordinates administrative, analytical, and operational processes related to courtroom management, case management (primarily opinions and post-judgment matters), court scheduling and paneling, conflict review, chambers support primarily for the administrative case functions of the Chief Judge, and attorney services. The Court Services Administrator provides recommendations to judges and senior management on court services functions and works with other court staff and units on related process improvement initiatives impacting court services functions.

Responsibilities of the Court Services Administrator include, but are not limited to:

Case Management: Manage and perform case management functions for cases assigned to panels, with primary focus on opinion and judgment issuance and all post-judgment matters such as petitions for rehearing, en banc review, and Supreme Court remands. Oversee receipt and review

of incoming documents for conformity with federal and local rules. Assist attorneys and their staff with electronic filing.

Court Hearing Management: Manage and administer the court's calendaring and paneling management process, in consultation with the Chief Judge's chambers and senior management. Screen cases for calendaring. Coordinate the assignment and distribution of cases to court panels.

Program Development: Identify, review, and recommend changes to court policies and procedures impacting court services functions. Collect, review, and audit data and information related to court services functions. Review and assess a variety of reports based on historical and current data to identify problems, trends, and areas for efficiency or improvement. Recommend and assist with projects, processes and changes designed to improve overall quality, quantity, and efficiency of court services and other operational functions as needed. Collaborate with systems and application development staff on developing and enhancing automated solutions related to court services functions, including providing subject-matter input to staff involved in maintaining the court's electronic case management systems and supporting applications. Participate in the development and facilitation of presentations, including visual presentations for judges or staff regarding special projects or topics.

Conflict Screening Administration: Perform case conflict screening. Accept updates to the CAFC judge's conflict information and enter new data into the recusal database. Periodically run reports from the conflict database and disseminate the information for review and comment from chambers. Take corrective action, as needed and validate electronic recusals.

Attorney Services: Perform the court's attorney services functions, including process attorney admission materials, attorney service requests, and attorney disciplinary case management. Administer the court's Central Sign-On process including, account registration and maintenance for attorneys and public filers. Coordinate law clerk admissions and conflict screening.

Court Hearing Support: Attend court sessions and perform courtroom deputy functions, including setting up the courtroom, communicating and coordinating with arguing counsel before the start of the hearing, operating courtroom equipment, creating electronic recordings of hearings, and assist with the orderly flow of proceedings. Provide support to the judges scheduled for the hearing, as needed, before and after the court session, including coordinating with chambers staff, ensuring judges have necessary court documents, and distributing hearing materials.

Continuity Support: Provide backup coverage, after-hours, emergency, and continuity of operations support, as needed. Assist with the planning and implementation of processes and protocols to ensure business continuity of essential functions consistent with the court's emergency planning and preparedness program.

Deputy Clerk Responsibilities: 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.
- **CL 27 (\$57,625 - \$93,638):** To be considered for this level, candidates must be current employees of the federal judiciary and must also possess a high school diploma or equivalent, one year of general experience, and four years of progressively responsible specialized experience that includes at least one year of work at the CL 26 (GS 10) or equivalent.

Specialized Experience Defined: Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

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

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
- Standing in the upper third of the class;
- "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
- 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 in court operations, chambers support, or courtroom deputy duties
- Experience working in the judiciary or a legal office environment
- Experience with the federal judiciary's CM/ECF electronic case management system
- Experience using Microsoft 365 applications, including SharePoint, 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 coordinate 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 the provided online aptitude tests

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

<https://www.ondemandassessment.com/link/index/JB-JB01Z3E7K?u=115658>

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.