

UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO.: CAFC-21-03

OPEN: March 18, 2021

CLOSE: Open Until Filled

First consideration given to applications received by April 9, 2021

***Appointment will not commence until Summer 2021**

POSITION TITLE, GRADE AND SALARY: Judicial Assistant to the Chief Judge
JSP 9 – JSP 11 (\$60,129 - \$94,581)
Salary determined by qualifications and experience

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 Judicial Assistant will provide administrative and case related support to the Chief Judge of the United States Court of Appeals for the Federal Circuit, based in Washington, DC, during her term as Chief Judge. Responsibilities of the position include, but are not limited to:

Coordinate all general activities and serve as liaison for the physical needs of the chambers, such as heating/cooling, lighting, and cleaning. Maintain office supplies and arrange for service and repairs of equipment, as needed.

Compose and prepare and/or edit legal documents, correspondence, memoranda, speeches, spreadsheets, presentations, agendas for meetings and conferences, vote sheets, and other legal documents from the judge, other chambers, and the Office of General

Counsel. Ensure integrity of sensitive and confidential information.

Perform functions in the court's management and filing system (CM/ECF), including monitoring the judge's caseload, maintaining, updating, and tracking filed documents, organizing case-related filings and correspondence, logging actions, printing documents, and updating case lists.

Manage chambers's internal case management system, including tracking chambers's caseload, coordinating with law clerks on chambers caseload, and communicating with other chambers and Clerk's Office staff. Monitor deadlines, prioritize tasks, and determine need for action by the judge.

Schedule appointments, arrange meetings, and coordinate speaking invitations. Maintain calendars and travel itineraries. Research and handle travel arrangements. Assist with the preparation of travel vouchers in accordance with policies and regulations.

Provide guidance to law clerks and interns regarding chambers administrative procedures. Coordinate the appointments and separations of chambers staff with the court's Human Resources office.

Receive and screen visitors, telephone calls, and incoming correspondence. Process outgoing mail, including mail that requires special handling.

Create, maintain, and update electronic and paper files, including case files. Assist with copying, scanning, and locating files and documents.

Maintain and update law libraries.

Perform a wide variety of special projects at the request of the judge.

Required Education and Experience

The ideal candidate will possess excellent communication and interpersonal skills, both oral and written with a variety of individuals and groups, including judges, senior staff, and the public; accuracy and attention to detail in grammar, spelling, editing, and proofreading; skill and accuracy in entering complex data; skill in problem solving; ability to maintain strict confidentiality in all office and judicial matters; consummate professionalism, discretion, and integrity; initiative and ability to work independently and as part of the chambers team; ability to manage multiple priorities with conflicting deadlines, as well as ongoing and ad hoc tasks, in a timely manner; exceptional administrative and organizational skills; knowledge of legal documents, legal terminology, electronic case management/filing systems (CM/ECF), MS office products, as well as other standard applications, such as Adobe; experience in assisting with planning, organizing, and handling logistical arrangements for meetings and travel.

Education

High school diploma or equivalent is required. Bachelor's degree from an accredited college or university is preferred.

Experience

JSP 9: Six (6) years of administrative experience of which four (4) years must be progressively responsible experience in the legal field.

JSP 10: Seven (7) years of administrative experience of which five (5) years must be progressively responsible experience in the legal field.

JSP 11: Eight (8) years of administrative experience of which six (6) years must be progressively responsible experience in the legal field.

Educational Substitutions:

1. Education in a college, university, or secretarial school of recognized standing may be substituted for a maximum of one year of the general experience on the basis of 30 semester (45 quarter) hours equal nine months of experience.
2. A bachelor's degree from a college or university of recognized standing may be substituted for two years of general experience.
3. Education in a legal or paralegal curriculum may be substituted for a maximum of two years of specialized experience on the basis of one full academic year (30 semester or 45 quarter hours) equals one year of experience. Less than one year will be credited on a pro-rata basis.

Preferred Competencies

- Experience working in the judiciary or a legal office environment.
- Demonstrated ability to coordinate and interact with a wide range of stakeholders, including judicial officers or senior executive leadership.
- Experience with the federal judiciary's CM/ECF electronic case management system.

Application Process and Information

To be considered application packages must include the following:

1. Cover letter of no more than one page, wherein the applicant describes the knowledge, skills, abilities, and experience that would make her/him well qualified to fill this position.
2. Résumé outlining educational background, employment history, and other relevant information.
3. A list of three professional references that includes name, title, and contact information.
4. Completion of online AO-78, Federal Judicial Branch Application for Employment.

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

<https://www.ondemandassessment.com/link/index/IB-8B6M3677N?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.