

# UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT



## POSITION VACANCY ANNOUNCEMENT

<b><u>Vacancy #:</u></b>	CAFC-25-08
<b><u>Posting Dates:</u></b>	Open until filled
<b><u>Position Title:</u></b>	Executive Assistant
<b><u>Grade/Salary:</u></b>	CL 26 – CL 27 (\$61,603 – \$110,012) Promotion up to the CL-28 may occur without further posting or competition. Salary determined by qualifications and experience as outlined below.
<b><u>Position Location:</u></b>	U.S. Court of Appeals for the Federal Circuit 717 Madison Place, NW, Washington, DC 20439

### **About the Court**

The United States Court of Appeals for the Federal Circuit (CAFC) 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 visit our [public website](#).

### **Position Overview**

The Executive Assistant provides high-level administrative support to the Circuit Executive and Clerk of Court (Circuit Executive) and Chief Deputy Clerk and supports communications and administrative functions within the Office of the Circuit Executive. This position requires exceptional organizational skills, discretion in handling confidential and sensitive matters, and the ability to communicate effectively with judges, court staff, and the public. This position reports to the Chief of Staff to the Circuit Executive.

Representative duties are intended to illustrate the major duties and responsibilities that are performed by this position. Representative duties may be adjusted, and additional duties may be added, based on the operational needs of the court. Responsibilities of the Executive Assistant may include but will not be limited to:

- **Executive Support:** Serve as primary administrative support to the Circuit Executive and Chief Deputy Clerk. Manage complex calendars, schedule meetings, and coordinate travel logistics for court executives, including arranging transportation and accommodations, and preparing necessary documentation such as authorizations, itineraries, and travel vouchers. Screen calls, visitors, and correspondence and determine priority matters requiring immediate attention. Coordinate and track projects, pending matters, and related deadlines within the Office of the Circuit Executive. Prepare agendas and materials for executive and management meetings. Compose, proofread, and edit correspondence, reports, and other documents on behalf of the Office of the Circuit Executive. Maintain organized filing systems for confidential and sensitive documents. Process confidential matters and maintain discretion regarding sensitive information. Track action items and follow-up requirements from meetings and initiatives. Coordinate logistics for meetings and provide support for court conferences and official events. Serve as liaison between senior leadership and court staff,

working groups, committees, and external entities. Assist with special projects and research as assigned.

- **Communications Support:** Assist the Office of the Circuit Executive with external and internal communications. Develop and maintain content for the court's public website and internal publications. Draft public notices, advisories, and administrative orders. Support media relations and public information requests. Create documentation, manuals, presentations, and other communications materials. Develop and maintain consistent document style and format for all court communications. Coordinate content reviews with subject matter experts and relevant staff. Implement communication strategies for both public engagement and internal information sharing. Prepare materials on behalf of the Circuit Executive for public speaking engagements and presentations.
- **Operational Support:** Provide operational and administrative support to the Circuit Executive's duties to the Federal Circuit Judicial Council and administrative duties concerning intercourt assignments, actions under the Judicial Conduct and Disability Act, and other matters requiring coordination with the Administrative Office's Office of General Counsel. Assist the Circuit Executive in coordinating and preparing for meetings of court committees, the Judicial Conference of the United States, and national advisory groups. Prepare documents for review and approval by the Circuit Executive.
- **Administrative Operations:** Coordinate, develop, and implement office administrative procedures to improve the efficiency and effectiveness of the Office of the Circuit Executive. Maintain office records and correspondence tracking systems, including Circuit Judicial Council records. Assist with budget planning and monitoring. Assist with review of financial reports and documentation. Provide administrative support for the management of the court's nonappropriated funds. Coordinate with other administrative units to ensure efficient operation, including requests for supplies and equipment. Participate in policy development and implementation activities.
- **General Responsibilities:** Communicate clearly and effectively, both orally and in writing, to explain complex matters and concepts to individuals and groups with varying experience and backgrounds. Interact effectively with the public and staff, providing quality customer service and resolving difficulties efficiently while complying with regulations, rules, and procedures. 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**

### **Education**

At a minimum, candidates must possess a high school diploma or equivalent.

### **Specialized Experience**

- **CL 26 (\$61,603 - \$100,097):** Candidates must possess at least five (5) years of progressively responsible administrative experience that provided the opportunity to acquire knowledge of the basic concepts, principles, policies and practices of providing high-level administrative and organizational support to executive staff. At least two (2) of the five years of experience must be in a supporting role to a senior executive or manager in either the public or private sector. One year of specialized experience may be substituted by a bachelor's degree from an accredited college or university and superior academic achievement as listed below.

- **CL 27 (\$67,660 - \$110,012):** Candidates must possess at least six (6) years of progressively responsible administrative experience that provided the opportunity to acquire the knowledge of the basic concepts, principles, policies, and practices of providing high-level administrative and organizational support to executive staff. At least two (2) of the six years of experience must be in a supporting role to a senior executive or manager in either the public or private sector. One year of specialized experience may be substituted by a bachelor's degree from an accredited college or university and superior academic achievement as listed below.

#### Superior Academic Achievement

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0; AND/OR
- Standing in the upper third of the class; AND/OR
- "3.5" average or better in the major field of study such as business administration, public administration, communications, or a related field that would prepare a candidate well to perform in this position; AND/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.
- Completion of one academic year (18 semester or 27 quarter hours) of graduate study at an accredited college or university in a degree program in business administration, public relations, communications, or a related field.

#### Required Competencies

- Exceptional organizational skills and attention to detail
- Strong written and verbal communication abilities
- Ability to manage multiple competing priorities and meet deadlines
- Demonstrated discretion in handling confidential and sensitive information
- Strong interpersonal skills and professional demeanor
- Knowledge of proper grammar, spelling, and punctuation
- Ability to work independently and exercise sound judgment
- Knowledge of and proficiency using SharePoint Online, Microsoft Office 365, and Adobe Acrobat

#### Preferred Qualifications

- Advanced degree in public administration, communications, or related field
- Prior experience in a federal court environment
- Prior experience in the legal or judicial environment
- Knowledge of federal judiciary policies and procedures
- Experience in public relations or media communications
- Proficiency in document and presentation formatting and experience in graphic design
- Familiarity with content management systems and digital communications tools
- Experience supporting senior executives or judicial officers

#### 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 them well qualified to fill this position.
2. Résumé outlining educational background, employment history, and other relevant information.
3. Academic transcripts for education substitutions **ONLY**.
4. Completion of the online AO-78, Federal Judicial Branch Application for Employment.
5. Completion of the online testing modules.

Once you have the cover letter, résumé, and academic transcripts (if required) (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 and online tests (items 4 and 5 above): <https://www.ondemandassessment.com/link/index/JB-PI1E8M3LI?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](mailto:hr@cafc.uscourts.gov). Applications submitted to this email address will not be reviewed.

### **Benefits Information**

The candidate selected for this position will be eligible for a generous federal employee benefits package which includes:

- Paid vacation and sick leave, paid parental leave, and 11 paid federal holidays per year.
- Optional participation in Federal Employees Health Benefits plans (health, dental and vision); Federal Employees Group Life Insurance; Flexible Benefits Program.
- Public transportation subsidy, on-site fitness center, Employee Assistance Program (EAP).
- Participation in the Federal Employees Retirement System (FERS). Optional participation in Thrift Savings Plan (up to 5% employer matched contributions).
- Public Service Loan Forgiveness program pursuant to the term of the ([PSLF](#)) program.
- For more benefit information visit the [Judiciary's Benefits Page](#).

### **Additional Information**

Only those applicants selected for an interview will be contacted. For in-person interviews, candidates must travel at their own expense. 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.

The position will report to downtown Washington, DC; however, limited telework may be available on an ad hoc basis and/or according to agency policy. Employees of the United States Court of Appeals for the Federal Circuit are excepted service, at-will 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. Initial and continued appointment in this position is conditioned on a favorable high-sensitive, five-year background investigation (renewed every five years). An unfavorable investigation at any point during employment may lead to removal. 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 U.S. Court of Appeals for the Federal Circuit is an Equal Opportunity Employer.