

# UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT



## **POSITION VACANCY ANNOUNCEMENT**

**Vacancy #:** CAFC-26-14

**Posting Dates:** Open Until Filled

**Position Title:** Judicial Services Specialist

**Grade/Salary:** CL 23 (\$46,164 - \$75,095)  
Promotion up to the CL 24 may occur without further posting or competition. Salary determined by qualifications and experience as outlined below under "Required Qualifications."

**Position Location:** U.S. Court of Appeals for the Federal Circuit  
717 Madison Place, NW, Washington, DC 20439

**\*\*Application packages submitted for the original CAFC-26-07 Case Management Specialist posting will automatically be considered. If additional information is required, applicants will be contacted directly.\*\***

### **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 [click here](#).

### **Position Overview**

The Clerk's Office of the U.S. Court of Appeals for the Federal Circuit is seeking candidates for a full-time Judicial Services Specialist. Through innovative and results-oriented practices, the Clerk's Office delivers quality service to the court, judges, and our public stakeholders in its dual mission to facilitate the progression of cases before the court and to maintain the court's records. The Clerk's Office team seeks candidates who value open communication, team accountability and transparency, public stewardship and service, and commitment to quality and to excellence in the administration of justice. The Clerk's Office has been recognized nationally for the quality and innovation of its operations and is currently validated at the ASQ/ANSI G1:2021 Silver Level.

The Judicial Services Specialist provides a wide range of clerical, administrative, and operational duties. This position supports the day-to-day operational functions of the court, including records management, courtroom support, and case-related administrative services, and reports to the Judicial and Public Services Supervisor.

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

- **Filing and Document Processing:** Receive, date-stamp, sort, and scan paper documents received through the mail into the scanning program for routing to the Case Management Section. Quality-check all scanned documents to ensure each has been correctly uploaded. Provide regular feedback regarding scanning status and direct any questions or concerns to the supervisor. Receive, date-stamp, log all incoming paper briefs. Review paper briefs for compliance with court formatting rules and requirements. Process and track paper appendices, exhibits, and sealed materials. Track and monitor paper filing deadlines and extensions. Maintain tracking inventory system of paper briefs and appendices. Follow special handling procedures for sealed and confidential documents.
- **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 assisting 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.
- **Attorney Services Support:** Prepare admission certificates. Process certificates of good standing requests. Provide technical assistance with electronic filing procedures. Coordinate with the Case Management Services section on attorney-related matters.
- **Records Management:** Primarily responsible for all file room operations. Compile briefs and court records according to the court calendar and prepare and deliver briefs to the appropriate chambers. Perform tracking, inventory, shelving, and re-shelving of case documents and records. Process records retrieval requests from judges, attorneys, and the public. Maintain records tracking systems. Assist with maintenance of case files and records. Retrieve case files and documents as requested. Follow proper procedures for handling confidential and sealed documents. Process the return or destruction of paper documents according to court policy.
- **Administrative Support:** Primarily responsible for maintaining office supplies needed for paper brief processing. Maintain office supplies and materials for the intake counter and Clerk's Office mail counter. Assist with managing the reception area and public counter. Provide backup support to other office staff during peak periods. Document procedural issues and suggest improvements. Maintain public services reference materials and resources.
- **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 23 (\$46,164 – \$75,095):** High school diploma (or equivalent) and two years of clerical, administrative or other office work that provided the knowledge and skills need to perform the duties of this position **-or-** completion of a bachelor’s degree from an accredited university with superior academic achievement\*.

\**Superior academic achievement* is defined as:

- 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 a legal studies, paralegal studies, or similar major field of study 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.

\*\*Specialized experience is defined as 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.

### **Preferred Skills and Experience**

- Prior work or intern experience in a court, legal, or government work environment.
- Prior work or intern experience involving the federal judiciary’s CM/ECF system.
- Prior work experience (including internships or volunteer work) in a public customer service-related role (e.g., public reception, public interaction, telephone answering, client interaction).
- Prior work or academic experience using the Microsoft 365 Office Suite, including Word, Excel, PowerPoint, SharePoint, and Teams.

### **Application Process and Information**

To be considered, application packages must include:

1. Cover letter of no more than two pages describing the required knowledge, skills, abilities, and or experience (described above) that would make the applicant well qualified to fill this position.
2. Résumé outlining educational background, employment history, and other relevant information.
3. A copy of academic transcripts (unofficial or official) if applicable.
4. Completion of online AO-78, Federal Judicial Branch Application for Employment.
5. Completion of the online aptitude and personality tests.

Once you have the cover letter and résumé files (items 1 and 2 above) readily accessible in PDF format, follow the below link to submit your files and complete the online AO-78 and online tests (items 3 and 4 above): <https://www.ondemandassessment.com/o/JP-EGDDW4TRD/landing?u=1142493>

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; Long-Term Care Insurance
- 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 terms of the ([PSLF](#)) program

### **Additional 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 U.S. Court of Appeals for the Federal Circuit is an Equal Opportunity Employer.