UNITED STATES COURT OF APPEALS
FOR THE FEDERAL CIRCUIT

POSITION VACANCY ANNOUNCEMENT

Position Title:	Judicial Services Specialist
Vacancy #:	CAFC-26-21
Closing Date:	Open Until Filled
Grade/Salary:	CL 23 ($46,164 - $57,736)* 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." *Starting salary range. Full Pay Scale Pay setting above step 25 may only be considered for individuals with prior federal experience.
Position Location:	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 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 – $57,736):** Candidates must possess a high school diploma (or equivalent) and at least two (2) years of clerical, administrative or other office work that provided the knowledge and skills need to perform the duties of this position**.** Alternatively, candidates may qualify by completing a bachelor's degree from an accredited university with 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;
- Standing in the upper third of the class;
- "3.5" average or better in a 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.
- Completion of one academic year (18 semester or 27 quarter hours) of graduate study at an accredited college or university.

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 (no more than two pages) describing the knowledge, skills, abilities, and/or experience that qualify the applicant for this position.
2. Résumé outlining educational background, employment history, and other relevant information.
3. Academic transcripts for educational substitution **ONLY**
4. Completed online AO-78, Federal Judicial Branch Application for Employment.
5. Completion of the online testing modules.

Once your cover letter, résumé, and academic transcripts (if required) (items 1-3) are ready in PDF format, use the link below to submit your files, complete the online AO-78 (item 4), and complete the online testing modules (item 5): https://www.ondemandassessment.com/o/JB-02XNK4O4P/landing?u=116354

Applicants who require an exception to the online application process may contact Human Resources at hr@cafc.uscourts.gov. **Please note: applications submitted directly 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, including:

- Paid vacation and sick leave, paid parental leave, and 11 paid federal holidays per year.
- Optional participation in Federal Employees Health Benefits (health, dental and vision), Federal Employees Group Life Insurance, and the 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 terms 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; 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 appointees. Federal 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.

Applicants must be a U.S. citizen or otherwise eligible to work in the United States. Non-citizens may be interviewed and considered but will receive employment offers only if they qualify under an exception in 8 U.S.C.§ 1324b(a)(3)(B). Under that provision, a lawful permanent resident seeking citizenship may not apply until having held permanent resident status for at least five years (three years if seeking naturalization as the spouse of a U.S. citizen); once eligible, the individual must apply for citizenship within six months and complete the process within two years of applying (absent delays caused by application processors). Non-citizens who have not held permanent resident status for five years must execute an affidavit affirming their intent to apply for citizenship once eligible.

The U.S. Court of Appeals for the Federal Circuit is an Equal Opportunity Employer.