

UNITED STATES COURT OF APPEALS FOR THE FOURTH CIRCUIT

Judicial Assistant

Vacancy Announcement No: 06-2015-JA

Location: Raleigh, North Carolina

Salary Grade/Range: JSP 9 – 11 (\$49,878 - \$78,452)*

*Depending upon experience and qualifications

Opening Date: June 2, 2015

Closing Date: Open Until Filled**

** First /Initial Cut-off Date: June 16, 2015

Description of Vacancy:

The United States Court of Appeals for the Fourth Circuit is seeking qualified applicants for a full-time Judicial Assistant. This position is responsible for the daily operation of judicial chambers and provides administrative and clerical support to a federal Circuit Court judge. The ideal candidate will display initiative, follow-through, a willingness to accept responsibility, the ability to multi-task and readily adapt to fast-changing priorities, professionalism, and a strong work ethic.

Representative Duties:

The Judicial Assistant serves as the office manager for chambers, overseeing daily operations and relieving the judge of the responsibility of routine office matters and supporting the chambers' staff as required. Representative duties include, but are not limited to, overseeing daily upkeep and maintenance of the office, including the acquisition of supplies and equipment; receiving, screening, and referring phone calls, mail, and in-person visitors; updating law books; assisting the judge in committees and extra-judicial work; making travel arrangements and preparing travel reimbursements for the judge; and serving as liaison to all other court support units on behalf of the judge. The Judicial Assistant also maintains administrative and topical files, updates the various databases maintained in chambers, generates annual reports, prepares a variety of legal material and correspondence for the judge, maintains the judge's calendar, and sets up interviews for law clerks and interns.

The Judicial Assistant is also responsible for case management, including monitoring the status of cases; keeping an up-to-date Chambers Database, maintaining paperless filing system, preparing court files for oral argument, using the Electronic Case Filing system to manage cases and assist in case queries; and performing other duties as assigned.

Qualifications:

To qualify for the position, an individual must possess the following:

- College degree, paralegal certification, or prior federal court or legal secretary experience preferred.
- Minimum of six years of clerical or secretarial experience with at least four years of progressively responsible secretarial experience which involved responsibility as the principal office assistant to a supervisor dealing with law-related matters.

- Strong knowledge of, and skill in, using personal computers and applications, such as word processing, spreadsheets, e-mail, and the internet. MS Office Suite, Lotus Notes, and the federal courts' Case Management/Electronic Case Files (CM/ECF) system experience preferred.
- Excellent oral and written communication skills to include spelling, punctuation, and English grammar. Accuracy in checking edits, quotations, and legal citations is essential.
- Exceptional ability to exercise good judgment, plan, organize, and prioritize multiple assignments and responsibilities in a fast-paced environment.
- Professional demeanor and the ability to work well with professional legal staff and court personnel.
- Discretion and the ability to maintain confidentiality are essential.

Conditions of Employment:

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. Appointment to position is provisional pending suitability determination by the court based on background check results. Employees of the United States Court of Appeals are "Excepted Appointments" and considered "At-Will," and therefore serve at the pleasure of the court.

Benefits:

Judicial Branch employees are considered "at will" employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits similar to those of other government employees including: paid annual and sick leave, ten paid holidays per year, health and life insurance, a flexible benefits program, a portable retirement plan with matching contributions, flexible work schedule, and a professional environment. Salary will be based on experience and qualifications. Electronic Fund Transfer (EFT) for payroll deposit is required.

Application Procedures:

All interested persons should submit a single PDF version of the application package which is to include the following documents: a cover letter detailing your qualifications and experience as they relate to the requirements of the position, a resume that includes the name, title, and contact information of three professional references, and the official AO 78 Application Form. The official AO 78 Application Form may be obtained at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>. Preference will be given to application packages that are received by the first/interim cutoff date.

Application packages should be emailed to: NCE_HumanResources@ncep.uscourts.gov

Travel and relocation expenses will not be reimbursed. This agency provides reasonable accommodations to applicants with disabilities. All employees are required to adhere to the "Code of Conduct for Judicial Employees" which is available for review upon request. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time before the closing date (if a closing date is noted), any of which actions may occur without any prior written or other notice. Due to the volume of applications received, only candidates in consideration for this position will be contacted.

-THE U.S. FOURTH CIRCUIT COURT OF APPEALS IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER-