

UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT



POSITION VACANCY ANNOUNCEMENT

<u>ANNOUNCEMENT #:</u>	CAFC-22-06
<u>POSTING DATES:</u>	Open until filled
<u>POSITION TITLE:</u>	Executive Assistant
<u>SALARY:</u>	CL 25 – CL 26 (\$49,541 - \$88,720) Salary in accordance with recruitment and promotion rules.
<u>TERMS:</u>	Position is not to exceed the term of one year and one day, with the possibility of extending. Eligible for full benefits.
<u>LOCATION OF POSITION:</u>	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 Executive Assistant position is in the Information Technology Office (ITO) and reports directly to the Director of Information Technology (Chief Deputy). The incumbent is responsible for providing a wide variety of administrative, technical, and specialized assistance to help maintain the smooth and efficient operation of the IT department. The Executive Assistant coordinates ITO procurement functions, maintains vendor relations and contracts, manages billing and invoicing, and provides a wide range of administrative support while ensuring compliance with appropriate guidelines, policies, and approved internal controls. Responsibilities of the Executive Assistant include, but are not limited to:

Under the guidance of the Director of IT, procures supplies, equipment, and services through new contracts, competitive bids, or existing government contracts for all ITO purchases. Participates in the assessment of requests for goods and IT services by ensuring that they are allowable under limitations, restrictions, and policies. Determines the availability of funds. Reviews accounting records of each functional allotment and reconciles accounts. Researches suppliers based on price, quality selection, service, support, availability, reliability, production, and distribution capabilities as well as the reputation and history, to provide recommendations to the Director of IT. Drafts specifications, solicitations, and requests for proposals for review. Obtains and reviews initial IT bids, quotes, and proposals from vendors and contractors and discusses evaluations with requesters and subject matter experts. Uses financial management software to issue requisitions.

Adheres to the *Guide to Judiciary Policy* and Judiciary Procurement Program Procedures on procurement practices.

Coordinates with vendors on supply and delivery of purchased items. Monitors contract performance to ensure compliance with contracted obligations. Assists with clarifying contract requirements and resolving conflicts. Receives, reviews, and files quotes, invoices, and other IT related financial records. Conducts monthly review of all court telecommunication bills for accuracy. Communicates with vendors to resolve billing discrepancies, as necessary. Develops and maintains logs, tracking forms, spreadsheets, and databases for tracking department purchases, inventory, and IT device distribution and user information. Serves as primary liaison between ITO and technology vendors for the purposes of procurements, licensing, and maintenance renewals. Maintains a database of vendor contact information. Identifies and maintains lists of vendors and supply sources for IT goods and services.

Prepares correspondence, reports, form letters, and documents. Maintains correspondence records. Prepares, proofreads, and edits materials, including monthly memos, for accuracy, proper grammar, and spelling. Assists the Director of IT in planning meetings and maintains the ITO electronic calendar. Prepares meeting minutes of proceedings. Prepares travel authorizations for ITO staff travel and processes travel vouchers according to judiciary policy and procedures.

Coordinates general activities in the immediate office, including arranging for equipment maintenance. Provides phone coverage for the IT Director and the IT Help Desk on an as needed basis and ensures phone lines do not go unanswered during normal business hours. Oversees the re-ordering of consumable supplies for the department. Distributes monthly purchase logs documenting ITO government purchase card transactions. Reports matters regarding the office's physical needs, such as heating, cooling, lighting, and cleaning to the Administrative Services Office - Facilities Team. Performs other related duties as needed.

All work is performed on site 8 AM to 4:30 PM. This position is not telework eligible, except on an ad hoc basis during weather related closures.

Required Competencies

Candidates must demonstrate the ability to work with all levels of staff in an organized and professional manner and can effectively communicate both orally and in writing. The ideal candidate will have knowledge of administrative and procurement procedures, guidelines, policies, and protocols. Candidates must demonstrate sound and mature problem-solving skills and judgment and exhibit a professional and positive demeanor and a customer-focused attitude. The preferred candidate will possess federal procurement experience.

Required Qualifications

Candidates must possess an associate's degree from an accredited college or university. A bachelor's degree is preferred. Specialized Experience Candidates must have a minimum of two (2) years of progressively responsible clerical or administrative experience that provided thorough knowledge of the rules, regulations, practices and principles required to successfully perform the duties of this position and involved the routine use of specialized terminology and automated software and equipment for word processing, data entry, and report generation.

- **To qualify for the CL 25**, at least one of the two years of specialized experience must have been at or equivalent to the CL 24 (GS 8) level.
- **To qualify for the CL 26**, at least one of the two years of specialized experience must have been at or equivalent to the CL 25 (GS 9) level.

Benefits

Benefits include participation in the Federal Employees Retirement System, choice of a health benefit plan from several options, dental, life insurance, long term disability, long term care, annual/sick leave, federal holidays, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer for payment of net pay. Annual leave of 13-26 days, 13 days of sick leave, and 11 paid federal holidays per year. More information on benefits can be found [here](#).

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.

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 her/him well qualified to fill this position
2. Résumé outlining educational background, employment history, and other relevant information
3. Completion of online AO-78, Federal Judicial Branch Application for Employment

Once you have the cover letter and resume files (items 1 and 2 above) readily accessible in PDF format, follow the link below to submit your files and complete the online AO-78 (item 3 above): <https://www.ondemandassessment.com/link/index/JB-Z1O23V1KO?u=1094091>

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. Applications submitted to this email will not be reviewed.

*The United States Court of Appeals for the Federal Circuit is an
Equal Employment Opportunity employer.*