

UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT



POSITION VACANCY ANNOUNCEMENT

<u>Vacancy #:</u>	CAFC-23-08
<u>Posting Dates:</u>	Open until filled: First consideration given to applications received by June 9, 2023
<u>Position Title:</u>	Operations Specialist I – III
<u>Grade/Salary:</u>	CL 25 – CL 27 (\$51,952 – \$102,201) Salary in accordance with recruitment and promotion rules
<u>Position Location:</u>	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. Unlike other courts of appeals, the CAFC is administratively headed by a combined Circuit Executive and Clerk of Court ("Clerk of Court") who performs both roles. For additional information about our court please [click here](#).

Position Overview

The Operations Specialist performs and coordinates administrative, operational, and program support within the Clerk's Office on a range of office-wide matters. In addition to providing administrative support to the Chief Deputy Clerk and operations of the Clerk's Office, the incumbent coordinates office-wide administrative functions within the Clerk's Office, assists with standardizing office policy and procedures to ensure administrative consistency; researches, drafts, and prepares documents, correspondence, and reports in support of court operations and office management; supports internal and external communication in support of court operations; analyzes problems and develops solutions to support and to improve the efficient operation of the Clerk's Office; and provides operational support to the effective operation of the court's case processing system. This position is a hybrid administrative and operational position that reports to the Chief Deputy Clerk.

Responsibilities of the Operations Specialist may include but not limited to:

Administrative and Executive Support Functions (50%)

- **Office Administration:** Develop, draft, and maintain standard office administrative procedures and provide guides to Clerk's Office management and staff to ensure administrative consistency. Maintain office administrative records, document systems, and consumable supply inventory. Identify, research, and prepare requests, initial needs assessments and requirements, and requisition documentation for supplies, equipment, and services for the Clerk's Office. Develop, maintain, and manage the office's spending plan, including identifying requirements and confirming

receipt of services and goods. Act as contracting officer's representative for office contracts as needed, review and approve invoices, and review and confirm delivery of services and goods. Identify, review, and track administrative and information technology service requests and act as office liaison and coordinator for office space and facilities, procurement, property management, information technology, maintenance, and human resources needs and requests with other court offices, including coordinating with contractors as needed.

- **Executive Assistance:** Provide administrative assistance and support for the Chief Deputy Clerk, including managing the Chief Deputy Clerk's calendar and travel arrangements, as well as preparing related documents. Receive, screen, refer, and track correspondence and calls. Answer routine inquiries and draft and respond to correspondence as needed. Schedule and coordinate Clerk's Office meetings, functions, and office calendars, including activities such as site planning and logistics. Prepare meeting agendas, materials, and related minutes as directed. Track and monitor calendars, projects, pending matters, and related deadlines. Draft and prepare office reports and other documents as needed.
- **Financial and Travel Management:** Manage and direct the day-to-day financial receipting process for funds received by the Clerk's Office, providing supervisor oversight of deputy clerks performing financial functions. Implement appropriate internal controls and processes for financial receipting as required by the *Guide to Judiciary Policy* and applicable court policies. Prepare financial reports for funds received by the Clerk's Office for submission to the Administrative Office of the U.S. Courts (AO), U.S. Treasury, and other court officials. Assist in the development of updates and training on financial procedures and internal controls compliance requirements. Provide support as needed to routine and cyclical Clerk's Office financial audits. Prepare travel authorizations and review staff travel vouchers for compliance with applicable travel policies and regulations.

Court Operations Functions (50%)

- **Case Management:** Initiate, process, manage, and close case filings in the court's electronic case management system (CM/ECF) for routine represented case types. Facilitate the timely progression of cases according to court policies and processing standards. Ensure and maintain the accuracy and accessibility of all case records and related information, including appropriate handling of sensitive and confidential case materials and information. Prepare and issue accurate and timely court orders, case documents, and case correspondence.
- **Quality Control:** Review case filings for compliance with applicable laws and court rules, including issuing compliance and quality control notices as appropriate in cases. Timely refer matters for legal or judicial review and screen cases for calendaring. Monitor and update reports and use other quality management tools to ensure the accurate and timely progression of cases pending before the court.
- **Public Stakeholder Support:** Communicate and maintain a positive, professional, and solution-oriented approach to public stakeholder requests while providing timely and accurate responses and support consistent with court policies and standards. Assist and respond to public inquiries from litigants, counsel, and the general public through various channels. Provide information about case filing requirements, filing procedures, and general information about the court. Facilitate the resolution of public stakeholder issues and concerns.
- **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 AO 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. Always

demonstrate sound ethics and good judgment. Display a careful and deliberate approach in handling confidential information in a variety of contexts.

Required Qualifications

- **CL 25 (\$51,952 - \$84,465):** Completion of a bachelor's degree from an accredited university with superior academic achievement -OR- possession of a high school diploma (or equivalency) and three years of specialized experience, which must have been gained in a position within the federal judiciary. At least one of the three years of specialized experience must have been equivalent to the CL 24.
- **CL 26 (\$57,222 – \$92,995):** One year of specialized experience and a bachelor's degree from an accredited university with superior academic achievement -OR- possession of a high school diploma (or equivalency) and four years of specialized experience, which must have been gained in a position within the federal judiciary. At least one of the years of specialized experience must have been equivalent to the CL 25.
- **CL 27 (\$62,852 – \$102,201):** Two years of specialized experience and a bachelor's degree with superior academic achievement. At least one of the two years of specialized experience must have been gained in a position within the federal judiciary equivalent to the CL 26.

**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.

**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.

Preferred Qualifications

- Knowledge of and experience in writing, editing, or publication in a professional setting.
- Experience working in the federal judiciary.
- 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.

Required Competencies

- Strong writing, editing, and public speaking ability.
- Must be an innovative and creative problem solver who can effectively work with staff to define and develop solutions to business problems.
- Ability to work independently in a team environment as well as the ability to manage multiple priorities within strict deadlines in a fast-paced environment.

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. Completion of online AO-78, Federal Judicial Branch Application for Employment.
4. 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/link/index/JB-28D6ZVZ0U?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 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 term of the ([PSLF](#)) program.

Additional Information

The position will report to downtown Washington, DC; however, telework may be available on an ad hoc basis and/or according to agency policy. 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.