

UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT



POSITION VACANCY ANNOUNCEMENT

<u>Vacancy #:</u>	CAFC-24-16
<u>Closing Date:</u>	Open Until Filled
<u>Position Title:</u>	Judicial Assistant to the Chief Judge or Paralegal to the Chief Judge
<u>Grade/Salary:</u>	JSP 8 – JSP 11 (\$61,933 - \$107,590) Salary determined by qualifications and experience as outlined below.
<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. For additional information about our court please [click here](#).

Position Overview

The Judicial Assistant to the Chief Judge/Paralegal to the Chief Judge will provide comprehensive legal and administrative support to an Article III Federal Chief Judge, ensuring the efficient operation of chambers and facilitating the judge's duties. This role requires an organized, proactive individual capable of handling confidential matters, coordinating high-level events, managing special projects, and supporting legal and administrative functions within a demanding environment. The position involves working closely with the chief judge, other judicial officers, and court staff to support the court's mission and operations.

Responsibilities of the position include, but are not limited to:

Administrative and Document Management:

- Compose, prepare, and edit legal documents, correspondence, memoranda, and agendas for meetings and conferences.
- Prepare, proofread, and edit various reports and materials, ensuring completeness and accuracy.
- Take minutes during meetings and follow up on action items.
- Oversee court committees by tracking term end dates, preparing letters, and managing related correspondence.

Schedule and Event Coordination:

- Efficiently manage the judge's schedule in coordination with the Executive Assistant.
- Organize and prepare materials for the judges' administrative conferences and coordinate meetings, including setup and arrangements for refreshments.
- Organize weekly judges' lunch meetings, including invitations, set up and clean up, and monthly special occasion recognition.
- Assist with special court events, including court ceremonies, judicial conferences, and various events.

Correspondence and Communication:

- Receive, screen, and direct inquiries in person, email, or via telephone; respond to basic questions regarding case status and scheduling.
- Handle special correspondence with professionalism, including sensitive legal matters and high-profile communications.

Reporting and Case Management:

- Develop, organize, and maintain detailed records for all reports required of the Chief Judge, ensuring accuracy and timely completion.
- Oversee the monthly paneling of judges, ensuring accurate tracking and documentation of judge sittings.
- Track and manage all en banc cases, ensuring compliance with procedural requirements and adherence to established timelines.

Operational Support:

- Monitor chambers' day-to-day operations, coordinating resources and ensuring the efficient functioning of the Chief Judge's chambers.
- Process judge intercourt assignments, vet law clerk applicants, and provide guidance on internal rules and procedures.
- Support the chambers by helping manage internal maintenance of the chambers and organization of chambers materials.
- Provide backup assistance to the chambers' Executive Assistant as needed or required.

Additional Duties:

- Perform a wide variety of special projects at the request of the judge.

Required Qualifications

The ideal candidate possesses strong organizational and multitasking abilities with keen attention to detail. Excellent written and verbal communication skills are essential, including experience in proofreading and editing documents. Proficiency with Office 365 and other applications for preparing and managing documents and spreadsheets is required. The ability to maintain strict confidentiality and handle sensitive information with discretion is crucial. Prior experience in a legal or judicial setting is preferred.

• Judicial Assistant**Education**

Bachelor's degree from an accredited college or university is required.

Experience

JSP 8: Five (5) years of administrative experience of which three (3) years must be progressively responsible experience in the legal field.

JSP 9: Six (6) years of administrative experience of which four (4) years must be progressively responsible experience in the legal field.

JSP 10: Seven (7) years of administrative experience of which five (5) years must be progressively responsible experience in the legal field.

JSP 11: Eight (8) years of administrative experience of which six (6) years must be progressively responsible experience in the legal field.

Educational Substitutions:

1. Education in a college, university, or secretarial school of recognized standing may be substituted for a maximum of one year of the general experience on the basis of 30 semester (45 quarter) hours equal nine months of experience.
2. A bachelor's degree from a college or university of recognized standing may be substituted for two years of general experience.
3. Education in a legal or paralegal curriculum may be substituted for a maximum of two years of specialized experience on the basis of one full academic year (30 semester or 45 quarter hours) equals one year of experience. Less than one year will be credited on a pro-rata basis.

- **Paralegal**

Education

Bachelor's degree from an accredited college or university or a paralegal certificate from an accredited paralegal program.

Experience

JSP 8: Six (6) months of progressively responsible experience that is in or closely related to the work of the position that has provided the particular knowledge, skills, and abilities to successfully perform the duties of the position.

JSP 9: One (1) year of progressively responsible experience that is in or closely related to the work of the position that has provided the particular knowledge, skills, and abilities to successfully perform the duties of the position.

JSP 10: Two (2) years of progressively responsible experience that is in or closely related to the work of the position that has provided the particular knowledge, skills, and abilities to successfully perform the duties of the position.

JSP 11: Three (3) years of progressively responsible experience that is in or closely related to the work of the position that has provided the particular knowledge, skills, and abilities to successfully perform the duties of the position or a juris doctor (JD) from a law school of recognized standing.

Preferred Competencies

- Experience working in the judiciary, a legal office environment, or support to a high level executive.
- Demonstrated ability to coordinate and interact with a wide range of stakeholders, including judicial officers or senior executive leadership.
- Experience with the federal judiciary's CM/ECF electronic case management system.

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. A list of two professional references that include name, title, and contact information.
4. Completion of the online AO-78, Federal Judicial Branch Application for Employment.
5. Completion of the online aptitude tests and personality assessments.

Once you have the cover letter, résumé, and professional reference files (items 1, 2, and 3 above) readily accessible in PDF format, follow the below link to submit your files and complete the online AO-78 and online tests (items 4 and 5 above): <https://www.ondemandassessment.com/link/index/JB-M9Q6UBSON?u=116354>

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 benefits information can be found at <https://www.uscourts.gov/careers/benefits>.

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.

The position will report to downtown Washington, DC; however, 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 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.