



## United States Court of Appeals for the Fourth Circuit Notice of Vacancy

**Announcement #:** 11-2013-JA  
**Position:** Judicial Assistant  
**Salary Range:** JSP 9-11 (\$47,448-\$74,628). Salary is commensurate with experience, qualifications, and education.  
**Appointment:** Permanent/Fulltime  
**Location:** Charlottesville, VA  
**Closing Date:** Open until filled. To ensure consideration, application documents must be submitted by December 13, 2013.

### Position Description

The Judicial Assistant 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

Prepares a variety of legal material and correspondence; takes and transcribes dictation; assembles case files and supplemental case filings, and prepares court files for oral argument; uses the Electronic Case Filing system to manage cases and assist in case queries; relieves the Judge of the responsibility of routine office matters and supports the chambers' staff as required; serves as liaison to all other court support units on behalf of the Judge; arranges travel and prepares expense reports for the Judge and staff; sets up interviews for law clerks and interns; receives, screens, and refers phone calls, mail, and in-person visitors; performs numerous other duties as assigned.

### Qualifications

- Applicants must have a high school diploma or equivalent; college degree or prior federal court experience is preferred.
- Minimum of six years of experience is required - two years of progressively responsible general clerical or secretarial experience and four years of progressively responsible secretarial experience which involved responsibility as the principal office assistant to a supervisor dealing with law-related matters.
- Outstanding typing and computer skills. MS Office Suite, and Lotus Notes experience preferred.
- Proficiency in basic legal research and/or cite-checking. Demonstrated ability to understand terminology and material contained in legal opinions and orders. Familiarity with legal databases such as Lexis, Westlaw, and the federal courts' Case Management/Electronic Case Files (CM/ECF) system is desired.
- 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.

**Employee Benefits**

Employees of the U.S. Courts are not classified under civil service; however, they are entitled to the same benefits as other Federal employees such as paid vacation and holidays, medical, dental, life, vision, long term care insurance, retirement, and Thrift Savings Plan.

**Application Procedure**

To apply, email (1) a **cover letter** detailing your qualifications and experience as they relate to the requirements of the position; (2) a **resume** that includes the name, title, and the contact information of three professional references; and (3) an **AO78–Application for Employment**, located at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf> to the HR Administrator at **ce04\_vacancy@ca4.uscourts.gov**. Please include the title of the position in the subject line. Only applicants selected for an interview will be notified.

**Conditions of Employment**

Applicants must be citizens of the United States or be eligible to work in the United States and receive compensation. 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. A six-month probationary period will be required. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits. Reimbursement for interview-related travel expenses and relocation is not provided.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without any prior written or other type of notice.

**The U.S. Fourth Circuit Court of Appeals is an Equal Opportunity Employer.**