



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

Announcement #: 06-2014-AS
Position: Assistant Secretary to a Federal Judge
Salary Range: JSP 9-11 - \$48,893–\$76,902, depending on experience and qualifications.
Closing Date: Open until filled - To ensure consideration, submit required application documents no later than June 15, 2014.
Appointment: Permanent/Fulltime
Location: Richmond, VA

Position Overview

The Assistant Secretary provides administrative and clerical support to a federal judge including the Judge's staff and the case budgeting attorney, as directed. The ideal candidate will display initiative, a willingness to accept responsibility, professionalism, and a strong work ethic.

Representative Duties

Prepares a variety of legal materials, correspondence, invoices, and reports; analyzes data in the process of preparing reports for the Court and Circuit; reviews vouchers for compliance with regulations; transcribes dictation; handles routine office matters and supports the staff as required; serves as a liaison to all other court support units; arranges travel and prepares expense reports; receives, screens, and refers phone calls, mail, and in-person visitors; performs numerous other duties as assigned.

Required Qualifications

- Applicants must have a high school diploma or equivalent.
- 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 that provided exposure to law-related matters.
- Outstanding typing and computer skills. MS Word, Excel, and Lotus Notes experience preferred.
- Excellent oral and written communication skills to include spelling, punctuation, and English grammar.
- Exceptional ability to plan, organize, and prioritize multiple assignments and responsibilities in a fast-paced environment.
- Professional appearance, demeanor, and the ability to work well with professional legal staff and court personnel.
- Discretion and the ability to maintain confidentiality are essential.
- Prior federal court experience is preferred.

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, including paid vacation and holidays; an opportunity to elect medical, dental, life, vision, and long term care insurance; retirement benefits; and eligibility to participate in the federal 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 Human Resources Administrator at ce04_vacancy@ca4.uscourts.gov. Please include the title of the position in the subject

line and the source of the announcement in the cover letter. Only individuals selected for an interview will be contacted.

Conditions of Employment

Applicants must be citizens of the United States or be eligible to work in the United States and receive compensation. All Court employees are required to adhere to a Code of Conduct. Appointment to the position is provisional pending a suitability determination by the Court based on the results of a background check that includes fingerprinting. Employees of the federal judiciary serve under “Excepted Appointments,” and are thus at-will employees who serve at the pleasure of the Court. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits. The Court does not provide reimbursement for interview-related travel expenses or any relocation costs incurred by the successful applicant.

The Court reserves the right to modify 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 notice.

The United States Court of Appeals for the Fourth Circuit is an Equal Opportunity Employer.