

Judicial Assistant Career Opportunity



U.S. Court of Appeals for the Fourth Circuit

WEBSITE
ca4.uscourts.gov

PHONE
804-916-2184

- **Announcement #:** JAMD-2020
- **Location:** Baltimore, MD
- **Appointment:** Career / Fulltime
- **Open Until Filled.**

Fourth Circuit

The United States Court of Appeals is part of the judicial branch of the federal government. The 94 U.S. judicial districts are organized into 12 regional circuits, each of which has a United States court of appeals. A court of appeals hears appeals from the district courts located within its circuit, as well as appeals from decisions of federal administrative agencies. The Fourth Circuit encompasses the states of Maryland, North Carolina, South Carolina, Virginia, and West Virginia.

ABOUT THE JOB

The Judicial Assistant (JA) is responsible for the daily operation and management of judicial chambers and provides administrative and clerical support to a U.S. Circuit Judge and chambers' staff.

The Fourth Circuit prides itself on being a collegial and collaborative organization as well as an overall exemplary place to work. The ideal candidate has initiative, good judgment, professionalism, follow-through, the ability to multi-task and readily adapt to fast-changing priorities, excellent organizational skills, a strong work ethic, and unquestioned integrity.

OVERVIEW OF DUTIES

- Oversee the daily operation and maintenance of the office, including the acquisition of supplies and equipment as well as receiving, screening, and referring phone calls and mail.
- Create and maintain files and databases.
- Assist in guiding opinions through the editing process.
- Prepare correspondence, reports, and other legal materials.
- Assist the Judge in committee and with extra-judicial work.
- Make travel arrangements and prepare travel reimbursements for the Judge; maintain the Judge's calendar; serve as liaison to all other court support units on behalf of the Judge.
- Perform other duties as assigned or necessary.

SALARY RANGE

- **\$72,030-\$93,638** (JSP 11), depending on experience and qualifications.

QUALIFICATIONS

Required Qualifications

- High school diploma or equivalent.
- Two (2) years of full-time general experience **AND** six (6) years of full-time specialized experience that involved responsibility as the principal office assistant to a supervisor dealing with law-related or court-related matters.
- Ability to manage multiple projects and priorities within strict deadlines in a fast-paced environment.
- Consistently exhibit the highest standards of excellence and integrity as well as a courteous, professional, and cooperative attitude.
- Excellent customer service and interpersonal skills, verbal and written communication skills, attention to detail, and ability to work with minor supervision.
- Ability to handle sensitive information and maintain confidentiality is an absolute must.

Preferred Qualifications

- Familiarity with the federal courts' Case Management/Electronic Case Files (CM/ECF) or Pacer electronic docketing.
- Familiarity with legal terminology and court processes.

APPLICATION PROCEDURE

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 or personal references; and (3) an **AO78–Application for Employment** to Human Resources at vacancy@ca4.uscourts.gov in a single PDF document. (The AO-78 is located at <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>.) Please include the title of the position in the subject line of the email.

Receipt of applications will be acknowledged. Following acknowledgment, only those selected for an interview will be contacted.

BENEFITS

The Court offers a robust and competitive benefits package.

- **Vacation time** accrues at a rate of 104 hours per year the first three years and increases with tenure.
- **Sick days** accrue at a rate of 104 hours per year.
- Ten paid annual **holidays**.
- A variety of Agency-subsidized federal **health insurance** plans are available.
- **Dental** and **vision** coverage, life insurance, and long-term care insurance are available.
- A **flexible spending account** program is provided.
- Employees participate in both the Federal Employees **Retirement System (FERS)** and the **Thrift Savings Plan** (similar to a 401(k) plan).
- **Mass transit subsidy (budget dependent)**.

CONDITIONS OF EMPLOYMENT

Applicants must be citizens of the United States or meet requirements under current law. Federal judiciary employees serve under "Excepted Appointments," and are thus "at-will," and as such, can be terminated with or without cause. Employees are subject to the Judicial Code of Ethics and Conduct, which is available to applicants for review upon request. All applicant information is subject to verification. 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 are required to use Electronic Funds Transfer (EFT) for payroll deposits. Reimbursement for interview-related travel expenses or any relocation costs incurred by the successful applicant 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. Court of Appeals for the Fourth Circuit is an Equal Opportunity Employer.