



- Knowledge of computer applications including database management, web technologies, and Microsoft Publisher preferred.
- Effective oral and written communication skills.
- Energetic, organized, able to perform multiple tasks, and ability to work well with judges, professional legal staff, court personnel, and visitors.
- Lifting heavy boxes and equipment and driving to other locations may be required.

### **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> as a single PDF to the HR 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. Receipt of application will be acknowledged. Following acknowledgment, only those 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. 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. These representative duties are intended to provide generalized examples of major duties and responsibilities that are performed by this position; they do not reflect all duties performed by this position. 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 the conditions of this job, 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.**