

Office Manager – Chambers of a Circuit Judge Career Opportunity



U.S. Court of Appeals for the Fourth Circuit

WEBSITE
ca4.uscourts.gov

PHONE
804-916-2184

- **Announcement #:** OM-NVA-2022
- Chambers of the **Honorable Toby J. Heytens, U.S. Circuit Judge**
- **Location:** Initially in Alexandria, VA, but expected to move to Arlington, VA later in 2022.
- **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 Office Manager is responsible for the daily operation and management of judicial chambers and provides administrative and clerical support to the Honorable Toby J. Heytens and the chambers' staff.

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.

The Fourth Circuit prides itself on being a collegial and collaborative organization as well as an overall exemplary place to work.

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 RANGES

Salary grade and step depend on experience and qualifications.

* JSP 5 - \$40,883 - \$53,147
* JSP 6 - \$45,574 - \$59,246
* JSP 7 - \$50,643 - \$65,831
* JSP 8 - \$56,086 - \$72,907

* JSP 9 - \$61,947 - \$80,532
* JSP 10 - \$68,217 - \$88,684
* JSP 11 - \$74,950 - \$97,430

The Court offers a robust and competitive benefits package (see Page 2) and is a qualifying employer for **Public Service Loan Forgiveness**.

QUALIFICATIONS

Required Qualifications

- High school diploma or equivalent.
- Two (2) years of full-time general experience.
- JSP 6, 7, 8, 9, 10, and 11 – One (1) year, two (2) years, three (3) years, four (4) years, five (5) years, or six (6) years, respectively, of full-time specialized experience.
- 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

- Post-secondary degree in a related field.
- 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 the following in a single PDF document to Human Resources at vacancy@ca4.uscourts.gov.

- (1) **Cover Letter** detailing qualifications and experience.
- (2) **Resume** that includes the name, title, and the contact information of three professional references.
- (3) **AO78–Application for Employment**. (Available at <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>.) Please complete the entire application, including questions 18, 19, and 20.

Please include the title of the position in the subject line of the email.

Receipt of applications will be acknowledged.

BENEFITS

- **Vacation time** accrues at the equivalent of 13 days per year the first three years and increases with tenure.
- **Sick time** accrue at the equivalent of 13 days per year.
- Eleven paid annual **holidays**.
- A variety of Agency-subsidized **Health Insurance** plans are available
- **Dental** and **vision** coverage, **life insurance**, and **long-term care insurance** are available.
- **Flexible spending accounts** for healthcare, dependent care and commuter expenses are available.
- **Federal Employees Retirement System (FERS)**.
- **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.