



UNITED STATES COURT OF APPEALS FOR THE THIRD CIRCUIT

VACANCY ANNOUNCEMENT

Announcement No. **CO 01/24-01**
Position Title: **Legal/Administrative Assistant**
Position Information: **Full-time, permanent**
Classification Level: **CL 26; Salary Range \$58,135 - \$94,464**
Starting salary dependent on qualifications and experience.
Open Date: **January 4, 2024**
Closing Date: **Open until filled.** Priority given to applications received by
January 19, 2024.
Position Location: **Philadelphia, PA**

Position Overview

This position is located in the Clerk's Office and reports directly to the Chief Deputy Clerk. The incumbent provides legal and administrative assistance with an emphasis on financial aspects of appeals, and acts as Time Administrator for the Clerk's Office. The Clerk's Office supports the U.S. Court of Appeals for the Third Circuit, which includes Pennsylvania, New Jersey, Delaware, and the U.S. Virgin Islands.

Duties and Responsibilities

- Prepares orders on motions to proceed *in forma pauperis* delegated to the Clerk.
- Serves as backup for processing of CJA vouchers in the eVoucher system. This includes reviewing vouchers for accuracy and completeness, reviewing claimed expenses, forwarding vouchers to assigned judges for approval, returning vouchers to attorneys to correct errors or omissions, notifying counsel of reductions and processing any objections to reductions.
- Acts as a liaison with the Court, members of the bar, and others regarding CJA.
- Serves as backup for processing pro bono and CJA counsel appointments.
- Maintains CJA and pro bono panel lists. Sends letters to attorneys and firms accepted to pro bono and CJA panels.
- Manages list of cases in need of counsel appointment and district court records needed for those cases.
- Serves as a backup for ruling on certain procedural motions delegated to the Clerk.
- Provides general administrative support to the Clerk of Court and other members of the Management Team. Duties may include assisting with travel and meetings, updating office directories, assisting with updates to manuals and office policies, handling posting information on the Court's website and Sharepoint site, telephone calls and general correspondence.
- Processes personnel evaluations and other paperwork needed for Human Resources Dept.
- Organizes travel for the twice-yearly Virgin Islands sittings.
- Coordinates official Court photographs.
- Processes inter-circuit court designations.
- Serves as Time Administrator for the Clerk's Office, including reconciling time and attendance biweekly and annually, entering leave for employees as needed, maintaining internal records associated with leave, processing leave donations, and maintaining leave charts.
- Coordinates with Space and Facilities and IT departments for new hires and relocations within the office.
- Caretaker for various pieces of equipment in the Clerk's Office, coordinating maintenance requests with IT.

Minimum Qualifications

Qualified applicants must have demonstrated excellent written and verbal communication skills, highly developed analytical skills, strong attention to detail, excellent organizational skills, the ability to work independently, and experience with Microsoft Office Suite. To qualify, the successful applicant must be a high school graduate (or equivalent), have two years general experience, and have a minimum of one year of specialized experience.

General experience is defined as progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the position's duties. Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

Specialized experience is defined as progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, laws, procedures, and practices and involved the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in offices/organizations/departments such as law firms; legal counsel offices; federal, state, and municipal courts; educational institutions; and human resources/payroll departments. Education may not be substituted for specialized experience because administrative court support positions require hands-on experience to be credited as specialized experience.

Preferred Qualifications

Candidates with proficiency in a wide range of technology, including Microsoft Office Suite, Sharepoint, and virtual meeting platforms such as Microsoft Teams or Zoom are highly desirable.

Federal Court experience is preferred. Priority consideration will be given to candidates with appellate court experience who have current knowledge and understanding of the local court rules, practices, procedures, forms, and deadlines; knowledge of the Federal Rules of Appellate Procedure; knowledge of how cases proceed through the court system, and experience with programs utilized by the Court, such as Case Management/Electronic Case Filing (CM/ECF), Human Resources Management Information System (HRMIS), and the Court's eVoucher program.

A bachelor's degree from an accredited four-year college or university is preferred.

Benefits

The Third Circuit Court of Appeals offers a generous benefits package, competitive salary, and a dedication to work/life balance, including flexible schedules and telework opportunities, as well as:

- Eleven (11) paid federal holidays
- Paid annual leave (13 days per year for the first three years, increases with tenure)
- Paid sick leave (13 days/year)
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Thrift Savings Plan (TSP) (401-k equivalent)
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP)
- Flexible Benefits Program (pre-tax Healthcare and Dependent care expenses)
- Commuter Benefit Program (pre-tax mass transit and parking)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI)

- Transit subsidy program
- Employee Assistance Program (EAP)
- Student Loan Forgiveness for Public Service Employees

Conditions of Employment

Must be a United States citizen or must meet the requirements established by current appropriations law. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are “at will” and can be terminated with or without cause by the Court. The appointment is provisional and contingent upon the satisfactory completion of fingerprinting and an FBI background check. Direct deposit of pay required.

How to Apply

Applicants should email their résumé, cover letter, and a completed [AO-78, Application for Judicial Branch Federal Employment](#) to ca03_legal_admin_asst_vacancy@ca3.uscourts.gov.

The Court will only communicate with those qualified individuals who will be invited to interview. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

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