



United States Court of Appeals for the Third Circuit

Date: **November 9, 2022**
Position Title: **Calendar Clerk**
Vacancy Number: **CO 11/22-01**
Location: **Philadelphia, PA**
Position Type: **Full-time, Temporary (*one year and one day*) with possibility of becoming permanent**
Classification Level: **CL-24 or CL-25**
Salary: **\$43,286 to \$77,751** (based upon qualifications and experience).
Closing Date: **November 25, 2022**

Position Overview:

This position is located in the Clerk's Office of the Third Circuit Court of Appeals. The employee prepares scheduling notices, case lists, correspondence and courtroom minutes at the direction of the Court for panels constituted by the Chief Judge. The employee reviews filed documents, dockets notices and orders using CM/ECF and performs more complex functions using the Calendar utility. The employee also assists with coordination of official court sessions.

Representative Duties and Responsibilities:

The Calendar Clerk monitors calendared cases, ensures proper noticing, prepares case lists and courtroom minutes, and checks compliance with court requests and deadlines. The employee handles the following CM/ECF functions: enters sitting dates and locations using calendar utility; and performs quality control checks and edits. The duties routinely involve addressing questions or issues from chambers where immediate review and action is required. The employee staffs and assists with the coordination of official court sessions requiring increased in-person presence, occasional, overnight travel, and flexibility when planning telework days.

Required Qualifications:

A high school diploma or equivalent, plus at least two years of general office experience are required. A successful candidate must have at least one year of specialized experience, i.e., progressively responsible clerical or administrative experience. Education above the high school level may be substituted for required general experience. Excellent oral and written communication skills, as well as organizational capabilities and ability to work independently, are highly desirable. Court appellate experience is also highly desirable.

Benefits:

Federal benefits include paid vacation based on years of service and/or experience, paid holidays, sick leave, health and life insurance plans, Federal Employees Retirement System, long-term care insurance, and the Thrift Savings Plan (similar to 401K plan).

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. Employees will be hired provisionally pending the results of a fingerprint background check. Direct deposit of pay is required.

Application Instructions:

Submit résumé and cover letter via email to ca03_Calendar_Clerk@ca3.uscourts.gov by Friday, November 25, 2022.

The Court will only communicate with those qualified individuals who will be invited to interview. The Court reserves the right to modify or withdraw this vacancy announcement or to fill the position without prior written or other notice. If a subsequent vacancy of the same or a substantially similar position becomes available within a reasonable time of this announcement, the Clerk of Court may elect to select a candidate from the original qualified applicant pool.

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