



(Revised)
Vacancy Announcement
JC-08/20
UNITED STATES COURT OF APPEALS
FOR THE THIRD CIRCUIT

Announcement Date: **10/2/2020**
Position Title: **Chambers Administrator**
Location: **Duncansville, PA**
Type of Appointment: **Full-time, Permanent or Two-year Appointment
depending on circumstances**
Classification Level: **Judicial Salary Plan (JSP) Grade 11**
Salary: **\$64,009 - \$83,210 based upon qualifications and experience.**
Closing Date: **Open until filled.**

POSITION OVERVIEW

Article III Federal Appellate Court Judge seeks a Chambers Administrator. Position may be permanent or a two-year appointment depending on qualifications. The Chambers Administrator performs various administrative and legal duties to assist in the management of an efficient Judicial Chambers. The position requires daily onsite presence during the workweek (subject to prevailing COVID-19 conditions) and is not suitable for remote work on a 40-hour basis.

DUTIES AND RESPONSIBILITIES

The representative duties and responsibilities listed below are not exhaustive. They are simply general examples of major duties and responsibilities that an assistant to a federal circuit judge may be tasked to perform.

- Screens and welcomes Chambers' visitors; screens and answers telephone calls.
- Maintains Judge's calendar and ensures that he has the necessary material for all appointments and events. Continuously updates calendar and coordinates with the Judge and other appropriate individuals regarding meetings and commitments.
- Anticipates and makes travel arrangements and room accommodations.
- Prepares travel vouchers and maintains travel documentation.
- Prepares annual governance and education reports submitted to the Administrative Office of the U.S. Courts.
- Assists with handling both U.S. Postal Service mail and e-mail to Judge's personal and Chambers accounts, ensuring that action is taken as needed. Maintains the necessary files.
- Performs case management for merits cases and motions panels. This includes accessing court documents, briefs and records, maintaining files in hard or electronic versions, logging activity on each case/motion into various databases, preparing captions, opinions, judgments and orders, tracking applicable deadlines and preparing appropriate orders for review, and filing documents in the cm/ecf system.
- Performs legal research and related tasks as requested. Prepares legal memoranda, orders, correspondence. Proofreading and cite-checking occasionally.

- Performs daily activities of the Chambers such as preparing and sending e-mails for the Judge, filing documents in Chambers' electronic files or with the Clerk's Office, providing copying, ordering supplies, maintaining equipment, and coordinating technical assistance.
- Provides assistance with automated systems and software for Judge and Chambers staff.
- Serves as a liaison to all other court support units on behalf of the Judge.
- Reads carefully and thinks critically to address issues as they arise in Judicial Chambers.

REQUIREMENTS FOR THE CHAMBERS ADMINISTRATOR POSITION:

- A juris doctor from a law school of recognized standing, or three years of progressively responsible experience that is closely related to the work of the position is required as well as a bachelor's degree or paralegal certificate.
- Excellent organization, communication, and administrative skills.
- Knowledge of how to conduct legal research and analysis.
- Ability to become familiar with federal and local court administrative rules and protocols, and to implement the rules in managing the judicial caseload.
- Ability to read carefully and think critically.
- Strong skills in writing and editing legal documents with accuracy, speed, and attention to detail. Skill in grammar, spelling, style, and use of the English language, including the use of proper legal citations.
- Ability to work independently. Self-starter with strong motivation and initiative.
- Ability to interact effectively and tactfully with a wide variety of people.
- Ability to work collegially in a small working environment.
- Ability to adapt to changing priorities, to anticipate the means of addressing issues as they arise and taking the necessary steps to assist in resolving such issues.
- Must be well versed in Microsoft Word, Outlook and Teams, as well as Excel.
- Ability to maintain confidentiality and to exercise good judgment is essential.

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 by the Court. The appointment is provisional and contingent upon the satisfactory completion of an FBI fingerprint background check. Direct deposit of pay required.

APPLICATION INSTRUCTIONS:

Submit cover letter, résumé, writing sample, law school transcript, and references via email to ca03db_ChambersAdmin@ca3.uscourts.gov. The Court will only communicate with those qualified individuals who will be invited to interview. The U.S. Court of Appeals reserves the right to modify or withdraw this vacancy announcement, or to fill the position without prior written or other notice.

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