



Vacancy Announcement
JC-07/19
UNITED STATES COURT OF APPEALS
FOR THE THIRD CIRCUIT

Announcement Date: **July 30, 2019**
Position Title: **Judicial Assistant**
Location: **Pittsburgh, PA**
Classification Level: **JSP 7 through JSP 11 (Min. \$43,213 - Max. \$83,144) based upon qualifications and experience.**
Closing Date: **Open until filled; priority given to applications received by August 9, 2019**

Position Overview:

Article III Federal Appellate Court Judge seeks a Judicial Assistant to provide law-related and administrative support. This position is located in the judge's chambers and reports directly to the judge. The successful candidate will have a pleasant and positive attitude, excellent organizational skills, the ability to act as the institutional memory of a small office with a staff of law clerks, most of whom stay a year or two, and the initiative to ensure smooth-running operations when the Judge is out of the office.

Representative Duties and Responsibilities:

- Performs case management, including tracking of case status, assignments, and votes, continued record retention and follow-up of pending cases.
- Types draft and final form opinions, bench memoranda, and correspondence, to include preparation of initial drafts of documents as appropriate to the background and experience of the applicant.
- Responsible for overall office management and general administrative support for the judge, the law clerks and other court personnel as required, including preparing correspondence, copying, proofreading, cite-checking, filing, supply requisition and equipment maintenance.
- Maintains and coordinates the judge's calendar and schedule. Makes travel arrangements and prepares expense reports.
- Answers telephones, screens calls and provides information to callers.
- Receives and assists official visitors.
- Serves as a liaison to all other court support units on behalf of the judge.
- Prepares and distributes legal documents and other materials.
- Tracks and maintains staff time and attendance.

Qualification Requirements:

The applicant at a minimum must be a high school graduate or equivalent, but a college degree or paralegal degree is preferred, a JD is strongly preferred.

In the absence of a college degree, an applicant must have a minimum of four years administrative or executive assistant experience, two of which must include progressively responsible administrative experience that involved responsibility as the principle office assistant to a supervisor who was dealing with law-related matters and must demonstrate a minimum of two years of progressively responsible administration and clerical experience, which provided good knowledge of clerical practices such as filing, telephone usage, and typing.

Required Experience:

A successful candidate must be pro-active and take ownership of assignments through completion, possess strong motivation, excellent organizational skills, initiative, careful attention to detail, the ability to interact effectively and tactfully with a wide variety of people and the ability to multi-task and adapt quickly and easily to changing priorities. Applicant must have an excellent command of English grammar and the ability to draft correspondence and other documents. Demonstrated skill in the use of automated programs, including Microsoft Word, Excel, Outlook, presentations and report generation is required. The ability to maintain confidentiality and to exercise good judgment is essential. Knowledge of legal terminology and prior court or legal administrative experience are preferred.

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 a FBI fingerprint background check. Direct deposit of pay required.

Application Instructions:

Submit cover letter, résumé, writing sample, law school transcript (if applicable) and references via email to Phipps_JA@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.

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