



United States Court of Appeals for the Third Circuit

Date: **September 30, 2021**
Position Title: **Calendaring Assistant/Court Sessions Clerk**
Vacancy Number: **CO 09/21-01**
Location: **Philadelphia, PA**
Position Type: **Full-Time, Temporary (*one year and one day*) with possibility of becoming permanent**
Classification Level: **CL-23 (\$37,986 - \$61,732) based upon qualifications and experience**
Closing Date: **Open until filled**

Position Overview:

This position is located in the Clerk's Office for the U.S. Court of Appeals for the Third Circuit. The Calendaring Assistant/Court Sessions Clerk will support the functions of the Calendaring Team and courtroom operations. 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.

Representative Duties and Responsibilities:

- Assists with preparation of court scheduling notices, case lists, court letters, and official minutes for merits cases.
- Supports court sessions by arranging and preparing courtroom for arguments, handling requests from judges, providing instructions to counsel, and operating courtroom equipment.
- Coordinates transcripts and digital copies of oral argument, dockets calendar information and documents, and transmits documents to the Court.
- Travels for court sessions and events within the Third Circuit, as required.

Required Qualifications:

A high school diploma or equivalent and two years of general personal computer and work experience are required. Education above the high school level may be substituted for general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience. A successful candidate must be a highly motivated person with the ability to communicate effectively, both orally and in writing. Good organizational skills and the ability to work well with people is necessary. Case management and court operations experience in the federal court system is 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 NCIC background check. Direct deposit of pay required.

Application Instructions:

Submit cover letter, résumé and references via email to ca03db_CalendarAssistant@ca3.uscourts.gov.

Only candidates selected for an interview will be notified. 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. An extension of this temporary appointment or conversion to a permanent appointment may be offered without competition.

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