

**UNITED STATES COURTS
FIFTH JUDICIAL CIRCUIT**



Announcement #USDC 19-27

Position Title:	Special Administrative Assistant to the Chief Circuit Judge
Location:	Austin, Texas
Salary Range/Grade:	JSP 11 – JSP 13 (\$63,199 - \$117,097) *Salary Commensurate with Qualifications and Education
Closing Date:	Applications will be considered as soon as received and will continue to be considered until the position is filled.

Overview:

Position provides primary administrative and legal support to the Chief Judge of the United States Court of Appeals for the Fifth Circuit, based in Austin, during her term as Chief Judge. The candidate will maintain the Chief Judge's administrative calendar; conduct research and prepare reports, ensure the efficient management of events, meetings, and resources, and handle special correspondence relating to the Chief Judge's administrative duties. The candidate will assist with writing and editing of official statements; review and proofread documents; manage routine and special projects; and perform such other duties as assigned. The candidate standardizes office procedures and provides guidance to the Chief Judge to ensure administrative consistency. The anticipated start date is October 1, 2019.

Qualifications:

To qualify for the position, a person must have a bachelor's degree and six years' experience in a high-level executive environment or a law degree and three years' experience in an office environment. In addition, the ability to communicate effectively, both verbally and in writing, is critical. Excellent interpersonal and organizational skills, including the ability to manage multiple tasks in a timely manner, are essential. Skill in the use of automated equipment and software including spreadsheet, word processing, and database applications is also required. Prior experience in the federal court system is highly desired.

Requirements:

Candidate must demonstrate proficiency in the following;

- Knowledge of administrative principles, practices, methods, and techniques in a legal environment.
- Skill and ability to manage an executive office in a professional atmosphere.
- Skill in editing and proofreading documents.
- Skill in recognizing and analyzing administrative problems and recommending alternatives and solutions.
- Skill in planning, organizing, and handling logistical arrangements for meetings, conferences, and court events.
- Proficient in Microsoft Office and Adobe
- Strict adherence to procedural requirements and the utmost judgment, discretion, and confidentiality
- Some overnight travel may be necessary

Application Procedure:

Qualified candidates should apply by e-mailing a cover letter, detailed resume, salary history, e-mail address, and a daytime phone number to: www.txwd.uscourts.gov > **Court Info > Jobs > Current Employment Opportunities & Online Application.**

Applications will be considered as soon as received and will continue to be considered until the position is filled. Applicants should therefore submit applications as soon as possible.

Information for Applicants:

- Only qualified applicants who submit complete applications will be considered for this position.
- Applicants must be United States citizens or [otherwise eligible to work in the federal court system](#).
- The court provides reasonable accommodations to applicants with disabilities.
- Funding is not available to support interviewee travel or relocation expenses.
- The selected applicant must provide educational transcripts and may undergo a technical skills evaluation.
- A background investigation, including fingerprint and a criminal background & credit check, will be conducted as a condition of employment.
- All employees of the Judiciary are “at will” employees in the excepted service.
- The position is subject to mandatory electronic funds transfer for payment of salary.
- The court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, or fill the position, any of which actions may occur without any prior written or other notice.
- The United States Courts, Fifth Judicial Circuit, is an Equal Opportunity Employer.

Employee Benefits:

The starting salary corresponds with education and work experience, previous federal government service, and pay history. The salary progresses through a classification level based on acceptable performance.

Although not included in the federal government's Civil Service classification, the Special Administrative Assistant enjoys the same benefits as other federal government employees. The benefits include ten paid national holidays per year and optional participation in:

- Federal employees' health benefits;
- Supplemental dental and vision insurance;
- Federal employees' group life insurance;
- Flexible benefits program;
- Commuter benefit program;
- Long-term care insurance; and
- Group long-term disability insurance program.