



United States Court of Appeals Fifth Circuit

Vacancy Announcement #18-21

Position: Judicial Assistant to U.S. Circuit Judge
Location: Dallas, Texas
Position Available: October 17, 2018
Closing Date: Until Filled
Salary Range: \$65,479 - \$85,125 (JSP-11)
(depending upon qualifications and experience)

The United States Court of Appeals for the Fifth Circuit is currently accepting applications for the position of Judicial Assistant to U.S. Circuit Judge Catharina Haynes, who resides in the Earle Cabell Federal Courthouse in Dallas, Texas.

POSITION OVERVIEW:

The Judicial Assistant must perform a wide range of duties including providing administrative, technical, and secretarial support to the judge and is responsible for the day to day operational management of the judge's chambers. Responsibilities include managing case files, handling both technical and administrative tasks, and working closely with the judge and law clerks. The performance of the incumbent has an impact on chambers, court staff, other judges, outside agencies, and, occasionally, the public.

REPRESENTATIVE DUTIES:

- Preparing judge's workload and statistical data reports.
- Managing chambers internal case management system, including receiving case files, and coordinating chambers caseload with law clerks.
- Communicating with judges, law clerks, and other court personnel, regarding case related and other matters.
- Appropriately referring incoming and outgoing correspondence and filings.
- Preparing, editing, and maintaining documents.
- Organizing and maintaining filing and tickler systems for both paper and electronic documents.
- Coordinating judge's calendar including arranging and maintaining travel itineraries, preparing and submitting travel vouchers, and managing the judge's court schedule.
- Handling routine office matters.
- Maintaining office supplies and equipment.
- All other duties as assigned.

QUALIFICATIONS:

To qualify, a candidate must have eight years of progressively responsible secretarial or administrative management experience. Consummate professionalism, discretion, and integrity are paramount. The Judicial Assistant will work independently and must maintain strict confidentiality of all office and judicial matters. The ideal candidate will possess strong

organization and communication skills and must display a professional demeanor at all times. Accuracy and attention to detail in grammar, spelling, editing, and proofreading are necessary. Solid typing and computer skills are required, including proficiency in the use of Microsoft Word. Bachelor's degree from an accredited university or certification in a legal or paralegal curriculum is preferred.

BENEFITS:

Benefits include participation in the Federal Employees Retirement System (FERS) and Thrift Savings Plan (TSP), paid annual and sick leave, paid federal holidays, voluntary participation in the Federal Employees Health Benefits Program (FEHB), Federal Employees Dental and Vision Insurance Program (FEDVIP), Federal Employees Group Life Insurance (FEGLI), Flexible Benefit Programs, and Federal Long-Term Care Insurance. Additional information regarding the federal judiciary employee benefits and compensation can be found on the U.S. Courts website at: <http://www.uscourts.gov/careers/benefits>

OTHER:

Employees of the U.S. Court of Appeals for the Fifth Circuit are excepted service appointments. Employees are considered at-will and are not covered by federal civil service classifications or regulations. Immigration law requires public employers to hire individuals who are either U.S. Citizens or lawful permanent residents (i.e., green card holder) seeking U.S. citizenship.

This position is subject to mandatory electronic direct deposit of salary payments.

Due to the high volume of applications received, the Court will only communicate with applicants who will be considered for interviews. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

Candidates who are selected for employment in the judiciary must successfully pass a background check or investigation as a condition of employment.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The U.S. Court of Appeals requires employees to adhere to a Code of Ethics and Conduct.

Qualified applicants may submit a **detailed resume** and **salary history** to:

Human Resources - #18-21
United States District Clerk's Office
1100 Commerce Street, # 1452
Dallas, TX 75242
Fax: (214) 753-2247
Email: humanresources@txnd.uscourts.gov

This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative. The decision on granting reasonable accommodations will be made on a case by case basis.

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