



Vacancy Announcement United States Court of Appeals, Fifth Circuit

Position:	Judicial Assistant to U.S. Circuit Judge E. Grady Jolly	
Starting Salary:	JSP 9 – JSP 11 (\$47,923 - \$75,376) depending on qualifications and experience	
Posting Date:	12-10-2014	Closing Date: Until Filled
Position Type:	Temporary, not to exceed one year and one day. May become permanent.	

Overview:

Article III Federal Appellate Court Judge seeks a Judicial Assistant (JA) to provide administrative support. This position is located in the Judge's chambers in Jackson, Mississippi. Although the JA works solely for the Judge, the JA is expected to work closely with, and take direction from, the Judge's Career Law Clerk to ensure that the office runs smoothly. The nature of the position may evolve, but currently will consist primarily of administrative, non-case-related responsibilities. A successful candidate must be able to be trusted with highly confidential information, have a pleasant and positive attitude, and be able to work well in a small office environment with a diverse and frequently changing group of lawyers.

Duties:

The JA will receive and assist visitors; answer phones and screen calls; transcribe machine dictation for the Judge; prepare correspondence and reports; print the Judge's email; help the Judge manage his involvement with various judicial committees and special events; make travel arrangements for the Judge and staff; be familiar with applicable regulations regarding fiscal matters, human resources, and travel; prepare travel expense reports for the Judge and staff; maintain the Judge's non-case-related files; assist the law clerks with bench book assembly; order office supplies; prepare and submit personnel forms and maintain personnel files for term law clerks; minimal overnight court travel may be required for out of town court sessions; back up the Career Law Clerk's administrative duties when she is out of the office; and any other duties assigned by the Judge.

Qualifications:

- Two years of general clerical work experience plus four to six years of specialized work experience (defined as progressively responsible secretarial experience that involved responsibility as the principal office assistant to a supervisor who was dealing with legal matters). A bachelor's degree may be substituted for general work experience; education in a legal or paralegal curriculum may be substituted for up to two years of specialized work experience.
- Ability to maintain confidentiality and to exercise good judgment.
- Demonstrated organizational and administrative skills, with meticulous attention to detail.
- Computer proficiency and demonstrated skill in the use of automated programs, including Microsoft Word, Excel and IBM Notes.
- Ability to accurately transcribe machine dictation at a minimum of 75 words per minute.
- Excellent command of English grammar and spelling.
- Excellent organizational skills with ability to plan, organize, and prioritize work.
- Excellent oral and interpersonal communication skills.
- Flexibility to work varying hours and days depending on the Judge's needs.

Benefits:

- Participation in the Federal Retirement System (including government Thrift Savings Plan similar to 401k plan with matching funds).
- Paid vacation based on tenure; sick leave; and paid holidays.
- Optional participation in the Federal Health Insurance Program (with a wide choice of plans).
- Optional dental, vision, life and long-term care insurance.
- Flexible benefits for health care reimbursement and dependent care reimbursement.
- Free parking.

Conditions of Employment:

Must be a U.S. citizen or be permanently eligible to work in the United States. Positions with the U.S. Courts are “at will,” and can be terminated with or without cause by the court. Employees are hired provisionally pending the results of a background investigation. One year probationary period. Employees are subjected to the Judicial Code of Conduct. Direct deposit of pay required.

How to Apply:

In writing, by U.S. Mail, UPS, or Federal Express (DO NOT call, fax or hand-deliver): Submit cover letter, resume, and a completed Application for Federal Judicial Branch Employment (AO-78), which is available under the vacancies link on the court’s website www.ca5.uscourts.gov to:

U. S. Courthouse
Attention: CA5 JA Position
501 E. Court Street, Suite 3.850
Jackson, MS 39201

The U.S. Court of Appeals will only contact those qualified individuals who will be invited for an interview. The court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

The United States Court of Appeals is an Equal Opportunity Employer