



## United States Court of Appeals Fifth Circuit

**Position:** Judicial Assistant to Senior U. S. Circuit Judge  
**Vacancy Announcement:** 02-2025 (Amended 3/19/25)  
**Open Date:** March 19, 2025  
**Close Date:** Until Filled  
**Classification Level/Salary:** JSP 11 (\$85,270 - \$110,846)  
(Depending upon qualifications and experience)  
**Location:** Houston, Texas

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The U. S. Court of Appeals, Fifth Circuit, is currently accepting applications for the position of Judicial Assistant to United States Senior Circuit Judge Carolyn Dineen King.

The Judicial Assistant provides administrative, technical, and case-related support to the judge and is responsible for the day-to-day operational management of the judge's chambers. This is a full-time, in-office position and the incumbent must be able to work flexible hours depending on office needs, which may include occasional evenings or weekends. The Judicial Assistant plays an important role and must exemplify and foster professionalism, teamwork, and dedication to public service.

The incumbent's duties include, but are not limited to:

- Managing chambers' case management system.
- Maintaining the judge's personal and court calendar.
- Answering the telephone and responding to inquiries.
- Gathering and maintaining statistical data.
- Providing general clerical and administrative assistance to the judge and law clerks.
- Arranging meetings and conferences for the judge.
- Arranging and maintaining the judge's travel itineraries.
- Receiving and reviewing correspondence.
- Locating, scanning, copying, filing, and certifying documents.
- Maintaining, updating, purging files, and tracking filed documents.
- Assisting in maintaining a legal library.
- Handling routine office matters; and
- All other duties as assigned.

Minimum requirements for the position include:

- Eight years of progressively responsible clerical or secretarial experience, six of which involved responsibility as the principal office assistant to a supervisor who was dealing with law-related matters.
- Exceptional interpersonal skills and ability to work with professionals on deadlines in a close and collaborative environment.
- Excellent verbal and written communications skills.
- Exceptional organizational skills and attention to detail in a deadline driven environment.
- Experience using a variety of software (Word, Adobe Acrobat), and excellent computer skills.
- The ability to adjust work schedule based upon the judge's or court demands.
- The ability to work independently with minimum supervision; to anticipate needs and problems; and to learn, adapt, or develop, as needed.
- The ability to simultaneously manage multiple projects.
- The ability to exercise tact, good judgment, and initiative.
- The ability to maintain strict confidence of all office and judicial matters; and
- Availability for overtime and occasional overnight travel.

**How to Apply:**

Qualified applicants may apply by submitting a cover letter referencing the position being applied for and a completed AO78 Application for Judicial Branch Federal Employment by email as a single PDF to: Clerk\_HR@ca5.uscourts.gov. Incomplete submissions will not be considered. Additional information, including the AO78 application form, can be obtained under the Current Vacancies section of the Fifth Circuit website, [www.ca5.uscourts.gov](http://www.ca5.uscourts.gov).

**Benefits:**

A generous benefits package is available and includes, paid annual and sick leave; paid federal holidays; 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, Federal Employees Retirement System (FERS), and Thrift Savings Plan (TSP). Additional information regarding federal judiciary employee benefits and compensation can be found on the U.S. Courts website at <https://www.uscourts.gov/careers/benefits>.

**Information:**

Applicants must be United States citizens or lawful permanent residents seeking United States citizenship. The selected candidate must successfully complete a background check as a condition of employment. The Court is not authorized to reimburse travel expenses for interviews or relocation. This position is subject to mandatory electronic direct deposit of salary payments. Employees serve under "Excepted Appointments" and are considered "at will" employees. Only selected applicants will be contacted for interviews.

The court reserves the right to modify the conditions on this job announcement, withdraw the job announcement, fill the position sooner than the closing date, or to extend the closing date, any of which actions may occur without any prior written or other notice.

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