

**UNITED STATES COURT OF FEDERAL CLAIMS
VACANCY ANNOUNCEMENT**

POSITION: Judicial Assistant To Federal Judge

OPENING DATE: December 10, 2020

CLOSING DATE: Until filled.

SALARY: JSP 09 - \$59,534 - \$77,396
 JSP 10 - \$65,651 - \$85,231
 JSP 11 - \$72,030- \$93,638

The United States Court of Federal Claims is seeking to fill the Judicial Assistant position for the chambers of the Honorable Stephen S. Schwartz.

Position Overview

The court seeks an experienced legal secretary with litigation experience and paralegal/administrative assistant skills, intelligence, and initiative, who possesses good judgment, discretion, and familiarity with court operations and functions.

Position Description

The Judicial Assistant provides highly responsible and confidential secretarial and administrative assistance to the Judge and Chambers staff and other court personnel as required. Duties include, but are not limited to, the following: preparing general correspondence; typing memoranda, orders, opinions, and other legal documents and proofing for spelling, grammar, punctuation, uniformity of style and format, proper citation, and reviewing the same for conformity with court rules and procedures (including functions relating to the court's Case Management/Electronic Case Filing (CM/ECF) system); maintaining the Judge's general files, case files and docket, and Chambers library; preparing statistical and other required reports; receiving, screening, and referring telephone calls and mail and facilitating visitors to Chambers; maintaining the Judge's calendar; coordinating the Judge's travel arrangements and preparing travel vouchers for reimbursement; managing general activities of the chambers, including personnel oversight and records, as well as equipment and supplies maintenance; and developing and revising standard office procedures.

Applicant must demonstrate ability to exercise discretion in confidential and sensitive matters; excellent skill in oral and written communications; and proficiency in word processing (preferably Word at minimum 85 wpm). The successful applicant also must possess excellent interpersonal, management skills, and the ability to adapt to changing priorities.

Qualifications

- Strong knowledge of and skill in using computer applications such as Lotus Notes, WordPerfect, Microsoft Word, and Microsoft Excel.
- Knowledge of court systems and legal terminology and familiarity with federal court rules and procedures.
- Bachelor's degree from an accredited college or university.

JSP9:

At least six (6) years of clerical experience, of which four (4) years must have been progressively responsible administrative experience which provided exposure to law related matters.

JSP 10:

At least seven (7) years of clerical exposure, of which five (5) years must have been progressively responsible administrative experience which provided exposure to law related matters.

JSP 11:

At least eight (8) years of clerical exposure, of which six (6) years must have been progressively responsible administrative experience which provided exposure to law related matters.

Educational Substitutions

1. Education in a college, university, or secretarial school of recognized standing may be substituted for two (2) years of general experience.
2. Education in a legal or paralegal curriculum may be substituted for a maximum of two (2) years of specialized experience on the basis of 30 semester or 45 quarter hours equal to one year of experience.

Benefits:

10 holidays • 13-26 days annual leave (increases with service) • 13 days sick leave • Federal Employees Retirement System • Thrift Savings Plan • Commuter Benefit Program/Metro Transit Subsidy Program • Flexible Spending Accounts • Insurance available for health, dental, vision, life, and long-term care.

Information for Applicants

The best qualified applicants will be invited for in-person interviews in Washington, D.C. Due to the large number of applications anticipated, only those applicants invited for interviews will be contacted by the court.

Applications must be submitted electronically. The application shall consist of:

- A cover letter - Addressed to Judge Stephen S. Schwartz, United States Court of Federal Claims,
- Resume,

- Salary history,
- Transcripts - Undergraduate and Graduate degrees,
- And three professional references (name, affiliation, and contact information) from persons who are familiar with your work.

Email complete application in one submission (attachments in PDF only) to: judgeschwartzapplications@gmail.com . Please enter the vacancy announcement **JUDICIAL ASSISTANT** in the subject line.

Complete application packages must be received by the closing date. Incomplete or late application packages will not be considered.

No phone calls please

The United States Court of Federal Claims reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, to commence interviews immediately, or to fill the position sooner than the closing date, any of which actions may occur without prior written or other notice.

- The United States Court of Federal Claims is an Equal Opportunity Employer
- All applicants must be a U.S. citizen or be eligible to work in the United States.
- All appointments subject to FBI Fingerprint Background Check; with periodic reinvestigation, if applicable.
- Retention depends upon a favorable suitability determination.
- All appointments also subject to mandatory electronic funds transfer.