



United States Court of Federal Claims

717 Madison Place NW
Washington, DC 20005

POSITION VACANCY

Announcement Number:	CFC-2014-01-JA
Position Title:	Judicial Assistant
Open Date:	12/22/2014
Close Date:	01/15/2015 (Open Until Filled)
Type of Appointment / Position:	Temporary 1 year 1 day Appointment
Grade / Salary Range:	JSP 9 (\$52,146 - \$67,787) JSP 10 (\$57,426 - \$74,654) JSP 11 (\$63,091 - \$82,019) Salary grade and level will be determined based on experience
Duty Location:	Washington, DC (conveniently located across from the White House and Lafayette Park, one block from McPherson Square Metro)
Who May Apply:	U.S. Citizens (or persons eligible to work in the United States)

The United States Court of Federal Claims is seeking to temporarily fill the Judicial Assistant position for the chambers of the Honorable Lynn J. Bush. Temporary position may conclude earlier with advance notice or become permanent without further advertising.

Position Overview

The court seeks an experienced legal secretary, paralegal or administrative assistant with demonstrative skills, intelligence, and initiative, who possess good judgment and discretion and is familiar with court operations and functions. The incumbent is responsible for office management, screening incoming mail and court filings, as well as docket management.

Position Description

The Judicial Assistant provides highly responsible and confidential secretarial and administrative assistance to the Judge and her chambers staff and to other court personnel as required. Duties include, but are not limited to, the following: drafting orders and proofreading legal documents for spelling, grammar, punctuation, uniformity of style and format, and 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; handling all aspects of the judge's travel; 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. The Judicial Assistant handles chambers filing through the CM/ECF system and maintains a data-base on open and closed cases.

Applicant must demonstrate ability to exercise discretion in confidential and sensitive matters; excellent skill in oral and written communications; and proficiency in word processing (Word Perfect/Word). The successful applicant must also possess excellent interpersonal and management skills and the ability to adapt to changing priorities. Applicant must possess a strong attention to detail and the ability to exercise

independent thought and judgment.

Qualifications

- Minimum 1-3 years paralegal experience preferred.
- Strong computer experience and knowledge of Lotus Notes, WordPerfect, and Microsoft Office products.
- Excellent project management, time management and organizational skills.
- Strong written and verbal communication skills.
- Knowledge of court systems and legal terminology and familiarity with federal court rules and procedures.
- Bachelor's degree from an accredited college or university or a combination of relevant work experience and education.

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 • Commuter Benefit Program/Metro Transit Subsidy Program • 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 Lynn Bush, United States Court of Federal Claims,
- Resume,
- Form AO78 Federal Judiciary Application Form which can be found at: www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf,
- Salary history,
- 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:

bush_chambers@ao.uscourts.gov. Please enter **JUDICIAL ASSISTANT TO JUDGE LYNN BUSH** in the subject line. Incomplete packages will not be considered.

What to Expect Next

- We will conduct an evaluation of each applicant's qualifications and materials after receipt of a complete application package.
- Applicants selected for an interview will be contacted. Interviews may commence immediately.
- We reserve the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.
- This is an "Excepted Appointment" and an "At Will" position. Federal Government Civil Service classifications or regulations do not apply.
- All appointments are subject to a full background check including an FBI Fingerprint Background Check, as well as periodic reinvestigation.
- If offered employment, such employment shall be provisional pending our receipt of the results of a mandatory Fingerprint and Background Investigation. Until the background investigation is satisfactorily completed, we may only hire you provisionally. The provisional nature of your hiring, however, will not affect your start date, salary, or other benefits.
- NO PHONE CALLS PLEASE

An Equal Opportunity Employer